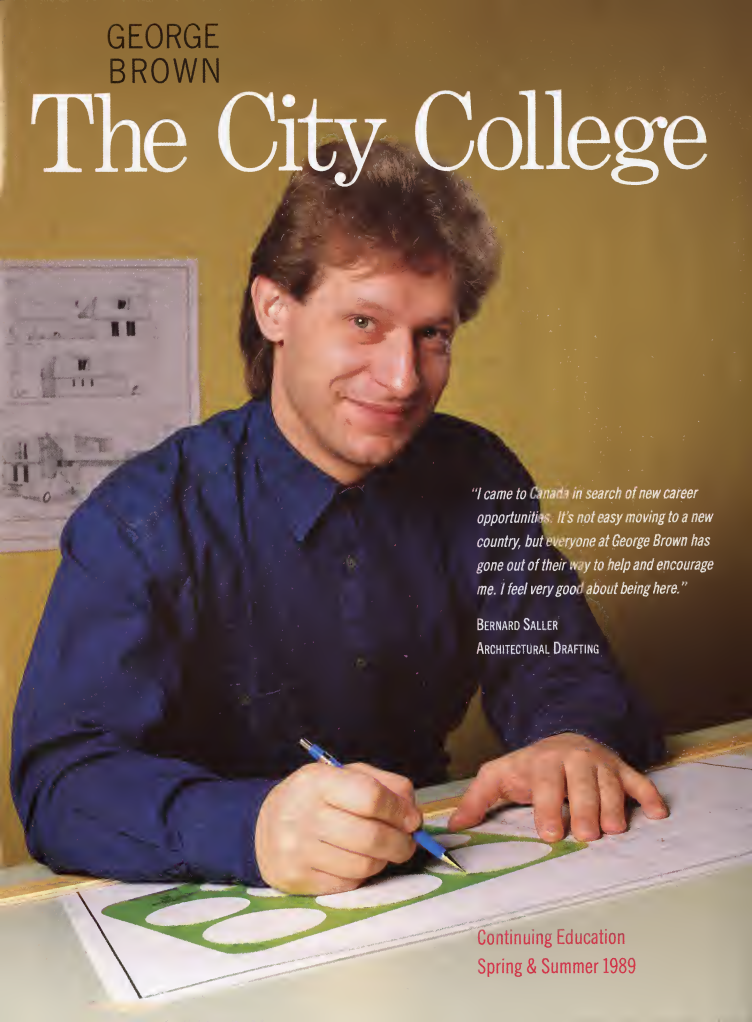
GEORGE
BROWN

The City College



"I came to Canada in search of new career opportunities. It's not easy moving to a new country, but everyone at George Brown has gone out of their way to help and encourage me. I feel very good about being here."

Bernard Saller
Architectural Drafting

Continuing Education
Spring & Summer 1989

How To Register

George Brown College makes it easy for you to register by offering two convenient methods of registration.
Register as soon as possible because enrolment is limited and registrations are accepted on a first-come, first-served basis.

In Person

Full details on in-person registration appear on page 67 See back cover for the location and hours of our admissions offices.

By Mail

Use the registration form on page 71. See page 67 for full details on mail registration.

Once upon a time at
George Brown College ...

Announcing

Storymakers

The First Annual Toronto Summer Conference on Writing for Children
July 12-14, 1989

George Brown College in collaboration with The Canadian Children's Book Centre presents a unique opportunity for new and experienced writers to study and discuss the craft of writing for children. Participating in this event are internationally and nationally known Canadian writers such as Janet Lunn, Michael Bedard, Brian Doyle, Bernice Thurman Hunter, Welwyn Katz, Claire Mackay, Kathy Stinson and George Swede. Other well-known conference participants include editors Sylvia Funston, Charis Wahl and Val Wyatt, illustrators Alan Daniel and Heather Collins, and book designer Michael Solomon.

A special feature for both new and veteran writers will be a "blue pencil" session in which participants have the opportunity to have some of their work critiqued by the experts. The conference will be held at George Brown College and St. Lawrence Hall in the historic St. Lawrence area of downtown Toronto. The Registration fee is $195.

For more information about the conference or special hotel rates for participants call (416) 340-1873.

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Continuing EDUCATION
Published by The Continuing Education & Marketing Division, George Brown College

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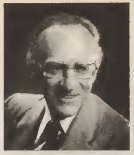


For more than 200 years, Toronto's economic and social life has been enriched by the arrival of newcomers to Canada. Starting with the early immigration of people from France, the British Isles and the United States, the city has proved to be a magnet for people who have adopted Canada as their new home.

As we can see on the cover of this Directory, Toronto is continuing to draw people from all over the world. Their energy and vision of a new life are essential elements in the city's growing vitality and exciting cultural diversity.

For more than two decades, George Brown has offered programs and courses that help new Canadians get the most out of life in Toronto. Tens of thousands of people have learned to speak English at the College, while many others have started new careers with our job-oriented courses.

The College will continue offering these educational opportunities, and is looking for other ways to help newcomers build happy and prosperous lives in our community.

D. E. Light

D. E. Light
President

Personal Development

Gain Confidence/Overcome Shyness

Learn to relax and enjoy meeting new people. You can overcome shyness by understanding the 10 keys to self-confidence. The course also shows you how and where to meet people and how to start a conversation and keep it going.
Instructor: Howard Jones has worked extensively in the human relations field. He has presented seminars and workshops in confidence building, problem-solving and relationships to a wide variety of audiences.
Tues. 6:30 to 9:30 p.m.
Kensington Campus
12 hours Fee: $60.00
April 18 to May 9 • **CE 876A**

Assertiveness Training

Shows you how to express yourself with confidence, tact and sensitivity. In an informal group setting where everyone's comments are welcome, you learn to relax and be yourself, get and keep the respect of others and refuse unwelcome requests.Instructor: Margaret Code is president of the consulting firm Margaret Code Associates. With many years of experience in human resources management and a Master's degree from Harvard University, Margaret is an expert in enhancing individual and organizational effectiveness.
Mon. 6:30 to 9:30 p.m.
Casa Loma Campus
24 hours Fee: $81.00 Materials: $3.00
April 17 to June 12 • **CE 824**

Automotive

Know Your Car (Part I)

This course discusses the major maintenance requirements of any car, easy to perform spot checks and tasks like changing a flat, starting a stubbom engine and dealing with the garage mechanic if repairs are really needed. Learn when to replace tires, batteries and brakes and get dozens of tips that help save money and lengthen the life of your car.
Thurs. 6:30 to 9:30 p.m.
Casa Loma Campus
12 hours Fee: $48.00
April 20 to May 11 • **CAR 800**

Know Your Car (Part II)

Prerequisite: Know Your Car (Part I) or equivalent.
A more advanced study of your car's different systems. Specific topics include: the lubrication system, types and grades of oil, how to change the oil and oil filter, winter starting aids and accessories, the braking system, selecting tires, changing a tire, the exhaust system and how to check for leaks, how to check and adjust the clutch, the suspension system, replacing shock absorbers, rust proofing, and replacing headlights and bulbs.
Thurs. 6:30 to 9:30 p.m.
Casa Loma Campus
12 hours Fee: $48.00
May 18 to June 8 • **CAR 801**

Antiques

How to Buy Antiques

Whether you are interested in collecting antiques for investment or pleasure, this course helps you learn more about the booming antique market. You are taught to recognize different styles and periods of furniture, china, glass and silver, and how to discern quality and craftsmanship.Instructor: Marion Heller holds a diploma in fine and decorative arts from the New Academy of Art Studies in London, England and has completed a decorative arts course at the study centre of the Victoria and Albert Museum.
Tues. 7 to 9 p.m. Casa Loma Campus
12 hours Fee: $43.00
April 18 to May 23 • **CE 817**

Canadiana Furniture and Collectibles

Learn to identify and evaluate the many forms of Canadian furniture from the 18th through the 19th century. Students are introduced to antique furniture from Upper Canada, Lower Canada and the Maritimes. Tools, woodenware, kitchen utensils and quilts are also presented. Examples are brought to class to study and a field trip is planned for the last week. Instructor: Corinne Spiegel
Tues. 7 to 9 p.m. St. James Campus
16 hours Fee: $64.00
April 18 to June 6 • **CES 860**

Homes

Buying Your First Home

This course is designed for first-time buyers whether purchasing a new or resale home. Topics examined include: what you can afford to buy; determining needs and wants; mortgage financing; choosing a real estate agent, home inspector and lawyer; offers to purchase; and hidden closing costs.
Instructor: Alan Silverstein is a Barrister and Solicitor as well as author of two best-selling books: *Hidden Profits in Your Mortgage* and *Home Buying Strategies*.
Sat. 10 a.m. to 4 p.m. St. James Campus
5 hours Fee: $24.00 Materials: $15.00
April 15 • **RE 801**

Condominiums

Before you buy, let this course show you the advantages and disadvantages of owning a condominium in comparison to buying a single family dwelling. Topics covered include: various styles of condominiums, how to choose a good building, legalities of buying, renting your condominium, financing, price ranges, cooperatives, and trends in the Metro area.
Instructor: Marilyn Rothman is a real estate broker with her own company, which specializes in residential sales and leasing in the Metro area. She is a member of the Toronto Real Estate Board and the Ontario Real Estate Association.
Sat. 10 a.m. to 3 p.m. St. James Campus
5 hours Fee: $23.00 Materials: $3.00
May 27 • **CE 869**

Hidden Profits in Your Mortgage

Save thousands of dollars with your mortgage as Canada's "Mortgage Magician," Alan Silverstein, brings his bestselling book to the classroom. Discover the different mortgage features available, and the best type of loan to arrange. Learn how the POPS principle – Paying Off Your Principal Sooner – will make you mortgage-free years faster. A must for every home buyer and home owner.
Sat. 10 a.m. to 4 p.m. St. James Campus
5 hours Fee: $36.00 Materials: $15.00
May 13 • **CES 867**

Basic Home Repairs

Learn to keep living spaces in good working order. Subjects covered include: keeping water in and out, furnace maintenance, repair of electrical plugs and switches, repair of plaster and drywall, hanging of objects, painting, wallpapering, installation of tiles, and caulking bathtubs and showers. Question and answer time is an important part of the course. Recognized experts speak on their specialties as schedules permit.
Instructor: Westley Pulling.
Thurs. 7 to 9 p.m. Casa Loma Campus
12 hours Fee: $44.00
April 27 to June 1 • **CES 825**

Fitness

Certificate Courses

Certified Fitness Appraiser

Prerequisite: Post-secondary training in fitness, or permission of instructor.
This course is designed to meet guidelines required to apply to write the CFA examinations in Ontario. Under the direction of a CFA, apprentices complete a minimum of three months work experience which include 120 hours in fitness appraisal and exercise counselling. These hours include a minimum of 25 hours in each of the following areas: testing, interpretation and counselling, prescription. Formal evaluations, in a practical testing situation, are carried out three times during the course. The CFA and CFA apprentice must jointly submit applications to the CFACA requesting permisson for students to write the CFA exam.
Tues. (plus additional times TBA) 6 to 9 p.m.
Casa Loma Campus
120 hours Fee: $180.00
Fall, 1989 • **FIT 901**

Introduction to Fitness Instruction

Develop skills in fitness leadership. Subjects covered include: basic physiology, anatomy and the effects of exercise, contraindications, components of a fitness class, the role of leadership, basic nutrition, and senior adult fitness. The course is run in collaboration with the Jewish Community Centre and is held at their northern branch, 4588 Bathurst St. Students may register in person at George Brown, Casa Loma Campus Admissions Office or by mail using the mail-in registration form contained in this directory. For further information, please call Eva

Karpati or Karen Shirley at 636-1880, Ext. 251.
Wed. 7 to 10 p.m. 4588 Bathurst St.
30 hours Fee: $45.00
April 5 to June 7 • **FIT 900**

Sports

Tennis

Enrolment in tennis courses is limited so students are encouraged to register early.

Tennis (Beginners)

Learn the art of playing tennis. A beginning game of tennis requires skill in four basic strokes: forehand, backhand, volley and serve.
Fri. 6 to 8 p.m. or 8 to 10 p.m.
St. James Campus
16 hours Fee: $47.00
March 31 to May 19 • **TENN 800**

Tennis (Intermediate)

Course content focuses on various types of forehands, backhands, volleys, serves, and developing a game plan.
Mon. 6 to 8 p.m. or 8 to 10 p.m.
or Wed. 6 to 8 p.m. St. James Campus
16 hours Fee: $47.00
March 20 to May 8
March 22 to May 10 • **TENN 802**

Tennis (Advanced)

This course focuses on advanced knowledge and skills in tennis, paying special attention to various strokes and footwork.
Wed. 8 to 10 p.m. St. James Campus
16 hours Fee: $47.00
March 22 to May 10 • **TENN 804**

Tai Chi

Tai Chi is an ancient Chinese form of exercise. It consists of a series of controlled, flowing movements which are designed to strengthen muscles and ligaments, improve circulation, increase flexibility and reduce stress. This course introduces the basic principles and movements and is designed for people of all ages and fitness levels. It is presented in cooperation with the Toronto Tai Chi Association.
Tues. 6 to 8 p.m. Nightingale Campus
16 hours Fee: $44.00
March 14 to May 2 • **HEAL 800**

Yoga

This ancient technique concentrates on individual self-development for perfect physical and mental well-being. It is strictly individual and teaches methods for independent use. Areas covered include: physical culture Asana, Pranayama or breathing techniques, meditation and mind-training.
Wed. 7 to 9 p.m. Casa Loma Campus
24 hours Fee: $50.00
April 5 to June 21 • **YOGA 800**

George Brown College in collaboration with The Elmwood Club presents

Post-Diploma Fitness Certificate in Specialty Leadership

The purpose of this program is to provide fitness leaders with the knowledge and skills necessary to design, develop, implement and refine the sort of theory-based programs demanded by state-of-the-art programs.

Overview: The specialty leadership certificate is comprised of four courses including:

i) Low Impact Specialty – 15 hours
ii) Stretch and Strength Specialty – 15 hours
iii) Innovative Choreography Specialty – 15 hours
iv) Stretch and Relaxation Techniques Specialty – 15 hours

The program runs from mid-September until April with a Christmas break. Classes are normally scheduled to run Tuesday afternoons, but additional projects and/or visits may be planned. These visits will be arranged in collaboration with students in order to minimize disruption of personal work schedules.

Admission requirements: Applicants must be graduates of university or college fitness programs, with a minimum of 100 hours of exercise class leadership.

Students may register for individual courses.

A certificate is awarded upon successful completion.

Register: Casa Loma Admissions Office, 160 Kendal Avenue.

Location: Classes are held at: The Elmwood Club, 18 Elm St., Toronto, Ontario

Low Impact Specialty

Prerequisite: Fitness graduate or permission from the instructor.
This course covers current theory and techniques in low impact exercise. It focuses on the application of theory to practice, and is designed to facilitate the development of routines utilizing current research on low impact techniques.
Tues. 2 to 4 p.m.
Elmwood Club
15 hours Fee: $100.00
Fall, 1989 • **FIT 811**

Stretch and Strength Specialty

Prerequisite: Fitness graduate or permission from the instructor.
The Stretch and Strength Specialty incorporates theory and principles related to the use of rubber bands, ankle and wrist weights.
Students are required to develop routines that demonstrate both a sound knowledge of theory and a skill in applying theory to practice.
Tues. 2 to 4 p.m.
Elmwood Club
15 hours Fee: $100.00
Fall, 1989 • **FIT 812**

Innovative Choreography Specialty

Prerequisite: Fitness graduate or permission from the instructor.
The focus of this course is the development of innovative and creative approaches to choreography utilizing and applying current exercise theory. Students design and demonstrate exciting new routines using the class as a forum to critique and refine choreography.
Tues. 2 to 4 p.m.
Elmwood Club
15 hours Fee: $100.00
Winter, 1990 • **FIT 813**

Stretch and Relaxation Techniques Specialty

Prerequisite: Fitness graduate or permission from the instructor.
This course is designed to demonstrate and develop skills in the use of stretch and relaxation techniques. Through a series of classroom sessions and community visits, students are able to compare, contrast and implement current techniques and methodologies.
Tues. 2 to 4 p.m.
Elmwood Club
15 hours Fee: $100.00
Winter, 1990 • **FIT 814**

Money Management

Personal Financial Planning

Personal financial planning includes a system of organizing and controlling resources. Attention is given to budgeting, cash management, tax reduction and deferral, investment strategies, estate planning and maximizing benefit programs at work. Case studies are analyzed, the jargon of the stock market is demystified and a study is made of investment theory and practice.
Instructors: Jennifer Hamilton and Catherine Wood.St. James Campus
Sat. 9:30 a.m. to 1:30 p.m.
April 22 and 29
Thurs. 7 to 9 p.m.
8 hours Fee: $48.00
May 4 to 25 • **CES 862**

How to Profit from Stock Market Investments

This course explores the diverse opportunities available to you by teaching you the essential skills of stock market investments. A wealth of information is presented on selection, timing, buying, selling, psychology, contrary opinion, trading, investing, charts, fundamental and technical analysis and low risk investing. We teach you the essentials to look for when selecting a stockbroker and ways of incorporating tax laws into your investments so that the profits stay in your pockets.
Sat. 9:30 a.m. to 12:30 p.m. St. James Campus
3 hours Fee: $24.00
May 7 • **CES 879**

Music

The Roots of Rock 'n' Roll

A chronological examination of the progression of music from the early 1950s to the early 1980s. Special attention is given to: the birth of rock and roll; rock's first era; 1955-1959; the "British Invasion" of the mid-60s; the mixed bag of the 70s; as well as changing technology and social attitudes.
Instructor: Roger Ashby — morning announcer on 104 CHUM-FM. As well, he is host of the Sunday Morning Oldies Show, 9 to noon on CHUM-FM and has produced two CHUM films, including The History of Rock.
Tues. 6:30 to 8:30 p.m.
Casa Loma Campus
16 hours Fee: $54.00
April 18 to June 6 • **CES 839**

Introduction to Guitar: A Survival Course for the Beginner

Prerequisite: A playable guitar and perseverance. The instructor will advise on the acquisition of either.
Learn to play the guitar in this introductory course. Study the history of the instrument, the mechanics of holding and tuning it, the principles of chord changing and basic note reading. An ensemble work is rehearsed by the class and group work is encouraged.

Instructor: Jonathan Earp teaches at the Eli Kassner Guitar Academy and is an instructor in solo classical guitar performance at Brock University in St. Catharines.
Tues. 7 to 9 p.m. Casa Loma Campus
20 hours Fee: $71.00
April 25 to June 27 • **CES 834**

Video

Introduction to Video Production Techniques

A hands-on course designed for anyone interested in video, whether for use at home or on the job. Topics include: basic technical knowledge of television, operating the camera and VCR, equipment comparisons, hands-on production workshops, basic composition and lighting, scripting, and an introduction to editing. Material is presented through lectures, class discussions, a video teaching package and manual, hands-on sessions, viewing and discussion of student work and guest speakers. While a camera and VCR are available for your use during class time, it is advantageous to have your own equipment for assignments and projects. Playback and editing facilities are limited to VHS format.
Mon. 7 to 10 p.m. Casa Loma Campus
15 hours Fee: $47.00
April 17 to May 15 • **ELS 828**

Video Production Techniques and Editing

Prerequisite: Introduction to Video Production Techniques.
This course is designed for students interested in scripted video production using an editing suite to assemble finished tapes for an audience other than themselves. Students should have their own camera/recorder and be prepared to shoot material for use in class. Editing suite is limited to VHS format.
Mon. 7 to 10 p.m. Casa Loma Campus
15 hours Fee: $47.00
May 29 to June 26 • **ELS 829**

Astronomy

Introduction to Astronomy

Familiarize yourself with the night sky as you observe many objects in the solar system, including: the moon, sun, planets, stars and planispheres. The use of observing tools such as telescopes and cameras and the past, present and future of space exploration are also discussed. Weather permitting, classes are held outside where actual observing takes place with a telescope, binoculars and the naked eye. Visits to a local planetarium and the Dunlap Observatory in Richmond Hill are planned.
Mon. 7 to 9:30 p.m. Casa Loma Campus
20 hours Fee: $71.00
April 24 to June 12 • **CES 832**

Etcetera

The Art of Make-Up

Develop a personalized basic beauty routine and learn the secrets of proper skin care. Topics include: types of products, textures, the effect of the products on different skin types, and special treatment methods for individual skin needs. Also learn the basics of colour theory and make-up techniques to help you choose and apply the correct background and accent make-up. Students should bring face cleansers, hand mirror and a pair of tweezers to class.
Instructor: Aurelia Fennema is an experienced consultant and demonstrator of new make-up lines for cosmetic companies.
Sat. 1 to 4 p.m. St. James Campus
18 hours Fee: $60.00 Materials: $5.00
April 22 to May 27 • **CE 868**

Coaching

National Coaching Certification Program Level I: Coaching Theory

This course is offered in cooperation with the Sports and Fitness Branch, Ministry of Tourism and Recreation. It is designed to train and educate amateur coaches by improving their knowledge and skills in the theory of coaching. Topics studied include: the role of the coach, sport psychology, how the body works and grows, skill analysis, sport safety, teaching skills, and practice planning. While a Level I Theory Certificate is awarded upon successful completion of this course, participants are encouraged to contact the Ontario Sports Administrative Centre at 495-4000 for additional information on how the "Theory", "Technical" and "Practical" components can be combined for certification.
Sat. and Sun. 9 a.m. to 5 p.m.
Casa Loma Campus
14 hours Fee: $10.00
June 24 and 25 • **HS 700**

National Coaching Certification Program Level II: Coaching Theory

Prerequisite: Level I
In Level II, students discuss such topics as: the role of the coach, setting group goals with athletes, training methods, nutrition and sport performance, sport psychology, care of sports injuries, teaching advanced skills, skill analysis and seasonal planning. A Level II Theory Certificate is awarded upon successful completion of this course. As in Level I, participants are encouraged to contact the Ontario Sports Administrative Centre at 495-4000 for additional information on how the "Theory", "Technical" and "Practical" components can be combined for certification.
Fri. 7 to 10 p.m.,
Sat. and Sun. 9 a.m. to 5 p.m.
Casa Loma Campus
20 hours Fee: $20.00.
July 14 to 16 • **HS 701**

The Great Outdoors

Birds of Southern Ontario: A Field Study

This field-oriented course is an introduction to some of the 300 species that pass through Southern Ontario each spring. An introductory indoor session is followed by weekly field trips, including: Grimsby – hawks; Whitby – shorebirds and ducks; Niagara River – gulls. Participants must supply their own binoculars and a suggested field guide. Car pools to be arranged.
Instructor: George M. Fairfield is past chairman of the Toronto Bird Observatory and a member of the Toronto Ornithological Club.
35 hours Fee: $81.00
One classroom session only:
Thurs. 7 to 10 p.m. St. James Campus
April 13
Field trips; Sat. 10 a.m. to 2 p.m.
April 15 to June 3 • **CES 826**

Wildflowers of Southern Ontario

Learn to identify the wildflowers, trees, shrubs and ferns of Southern Ontario. Colour slides, field guides and outdoor observations help introduce the hundreds of species studied. A half-day field trip is scheduled. The date may vary depending on the flowering season. Instructor: James L. Hodgins is a Director of the Federation of Ontario Naturalists and Editor of WILDFLOWER magazine. Recommended text: A Field Guide to Wildflowers by R.T. Peterson and M. McKenny.
Tues. and Sun. Classroom: 7 to 9 p.m.
(Tues.) Field trip: 10 a.m. to 2 p.m.
(Sun.) St. James Campus
14 hours Fee: $47.00
Classroom: *April 25 to May 23*
Field trip: *May 21* • **GARD 819**

Cycling

Bicycle Maintenance and Repair Clinic

This course prepares students to do basic maintenance on the road and small repairs and overhaul for spring. Topics covered include: cable adjustment, repairing tires, installing spokes, rough wheel truing, checking bearing points, derailleurs, tires and tubes and replacing chains and cables. Course also includes individual repair consultation on each student's bicycle.
Instructor: David Sandquist.
Sat. 9 a.m. to 4:30 p.m. St. James Campus
7 hours Fee: $32.00
April 15 • **CE 820**

Bicycle Touring

This course prepares all levels of cyclists for a variety of touring experiences. Topics include: touring solo and in groups, choosing the proper bike, selecting clothing and euqipment, planning and training for your first tour, efficient tool selection (and how to use them), physical fitness and nutrition, cycling safety and techniques, plus how to get started as a tour leader. Several examples of European and North American routes will be analyzed.
Instructor: David Sandquist.
Thurs. 7 to 9:30 p.m. St. James Campus
7.5 hours Fee: $32.00
April 27 to May 11 • **CES 855**

Gardening

Gardening in the City

This course is designed to introduce the novice gardener to all aspects of the craft and science of gardening. Particular emphasis is placed on spring garden preparation including: general pruning of trees, shrubs and bushes; planning and planting a vegetable garden; annuals and perennials; spring care of lawns; and general pest, disease and weed control. Instructor: Marion Jarvie is a horticulturist and consultant with 8 years experience as an Accredited Horticultural Judge. She has co-hosted a 13-week gardening show on Classicom Cable TV, Richmond Hill.
Tues. 6:30 to 9:30 p.m. St. James Campus
12 hours Fee: $46.00
May 2 to May 23 • **GARD 804**

Home Landscaping

Instruction on planning, beautifying and maintaining your property. This course helps both novice gardeners and those already gardening. It includes the design of a garden, siting and care of trees, shrubs, roses, flowers and vines. The latest information is provided on materials for patios, rock gardens, paths, steps and hedges or fences. Propagation techniques, or how to make new plants by seeding, cuttings, layering and grafting. Students should bring drawing pads, sharp pencils, eraser, ruler and notebook. Enrolment limited.
Instructor: Marion Jarvie.
Wed. 6:30 to 9:30 p.m. St. James Campus
18 hours Fee: $69.00
May 3 to June 7 • **GARD 808**

Flower Arranging

Instruction on six basic designs in flower arranging with emphasis on beauty and simplicity. The elements of good design are demonstrated with emphasis on colour to blend with home furnishings. Classes are in the form of demonstrations with opportunities to participate in creating arrangements. Both fresh and permanent plan materials are used. Materials are not supplied.
Instructor: Marion Jarvie
Thurs. 6:30 to 9:30 p.m. St. James Campus
12 hours Fee: $46.00
May 18 to June 8 • **CES 890**

Perennials for Ontario Gardens

Here's how novice and experienced gardeners can have colour in their gardens all year round. Through the use of slides, this course shows students how to design and construct a perennial garden including: soil requirements and mulches, seed houses and catalogues, starting perennials from seed, propogation of perennials, cuttings and division and layering of plants.
Sat. 9:30 to 3:30 p.m. St. James Campus
5 hours Fee: $35.00.
June 3 • **CE 874**

George Brown College – Harbourfront Canoe School

It's time to leave the city behind and escape to the great outdoors.
To smell the clean air and feel the sun on your face. To hear the wind in the trees and the lapping of water on the shore. George Brown College and the Harbourfront Canoe School have already planned your escape with expeditions that can have you canoeing Northern Ontario lakes, hiking the Canadian Shield and kayaking around Prince Edward Island. Our carefully designed trips will soothe your spirit and sharpen your mind with informal talks by our expert instructors about the geology, flowers, history and ecology of the areas you'll travel through. We'll provide the professional instruction and the specialized equipment you'll need and make arrangements for meals and accommodation. All you need is some rugged clothing, the spirit of adventure — and the will to escape.

Weekend Canoe Skills Certification

This two-day program provides all successful participants with the Ontario Recreational Canoeing Association's certificate. The course offers a number of levels which are suitable for the NOVICE to EXPERT canoeist. Day one develops an intimacy between canoe and participant on Harbourfront's beautiful and safe outdoor pond. Day two is spent developing your new skills amongst the Toronto Islands. Portaging techniques, map and compass use, equipment selection and tandem and solo paddling techniques are only some of the topics covered.
Instructor: Steve Magee and staff.
Sat. and Sun. 9:30 a.m. to 4:30 p.m.
Register at St. James Campus
Courses to be held at: Harbourfront, behind York Quay Centre, 235 Queen's Quay West
14 hours Fee: $75.00
April 29 and 30, May 13 and 14
May 20 and 21, May 27 and 28
June 3 and 4, June 17 and 18
July 1 and 2, July 22 and 23
August 12 and 13, August 26 and 27
September 2 and 3 • **CES 871**

Evening Canoe Skills Certification

This program offers the same fun and skills as the weekend program described above. It consists of two 3-hour lessons on Tuesday and Thursday evenings, plus any Sunday from the weekends listed in the Weekend Canoe Skills Certification.
Register at St. James Campus
Courses to be held at: Harbourfront, behind York Quay Centre, 235 Queen's Quay West
14 hours Fee: $75.00
May 9 and 11, May 23 and 25
June 13 and 15, June 27 and 29
July 11 and 13, July 25 and 27
August 8 and 10 • **CES 871**

Hike the Canadian Shield

The Canadian shield is the largest and most diverse geographical feature in Canada. This unique hiking trip takes participants past uncottaged lakes, huge cliffs, rugged shorelines and some of the oldest rock on the planet. This hike offers swimming, photographic opportunities, good food and a chance to learn more about hiking equipment and techniques. Round trip transportation, food, and tents are included.
Sat. and Sun.
Register at St. James Campus
24 hours Fee: $110.00
August 26 and 27
September 16 and 17
September 23 and 24 • **CE 811**
Trip information: 861-1233

Coastal Kayak Cape Croker

Located on the eastern shore of the Bruce Peninsula, Cape Croker offers the novice and intermediate kayaker an exciting exploration camping adventure. Clear waters and a ruggedly beautiful shoreline highlight this outing. Round trip transportation, food and all specialized equipment are included. Departure is Friday evening.
Fri., Sat. and Sun.
Register at St. James Campus
Trip information – 861-1233
Fee: $195.00
August 18, 19, 20 • **CES 897**

Coastal Kayaking

Coastal kayaks are an exciting way of exploring Canada's rugged shorelines.
The course introduces participants to the equipment, rescue techniques and skills necessary to enjoy these sleek craft.Topics covered include: kayak design, auxilliary equipment, paddle design, paddling skills, entries, exits and pontoon rescues.
Tues. or Thurs. 6 p.m. to 9 p.m.
Register at St. James Campus
Courses to be held at Harbourfront's Nautical Center, 283 Queen's Quay W.
Trip information call 861-1233
3 hours Fee: $40.00
May 2, 11, 18, 23, 25
June 13, 15, 27
July 4, 13, 18, 27
August 1, 15, 24 • **CES 894**

General Information

All registrants will receive program details including meeting places, equipment lists, etc. by phone or mail prior to program.

For course information, please call Harbourfront Canoe School at 861-1233.

For registration information, please call 867-2464

Canoe Trips

All canoe trips include photography, nature interpretation, swimming, fishing and canoeing. Also included is round trip transportation from Toronto, food, accommodation, instruction and all specialized equipment.

Bala to Georgian Bay Five Day Canoe Trip

Explore a variety of lakes, rivers and historical sites on this five-day canoe trip through a beautiful area of the Canadian Shield. Transportation, food and all specialized equipment is provided. Sat., Sun., Mon., Tues., Wed.Register at St. James Campus
Trip information call 861-1233
60 hours Fee: $190.00
July 8 to July 12 • **CES 887**

Kilarney Hike & Canoe

Hike for 4 days and canoe for 4 days through one of Ontario's most famous provincial parks. The trip combines spectacular vistas of Georgian Bay and the sparkling waters of Kilarney's lakes and rivers. A truly memorable trip.
Register at St. James Campus
Trip information call 861-1233
60 hours Fee: $350.00
August 5 to August 12 • **CES 893**

French River Canoe Trip

A one week river and lake trip along one of the historic routes of the Voyageurs. The trip follows the French River, the Bad River ending at the Bustard Islands in northern Georgian Bay. Discover what it feels like to trace the route of Canada's early fur traders and explorers.
Register at St. James Campus
Trip information call 861-1233
60 hours Fee: $350.00
August 26 to September 1 • **CES 895**

Harbourside — George Brown College Sailing School

Welcome aboard the Harbourside – George Brown College Sailing School.
We are here to introduce you to the great lifestyle of sailing. As Harbourside enters its 15th season of teaching Toronto to sail keelboats, our goals remain the same – to continually improve our programs and instruction so that new sailors enjoy the very best learning experience afloat and acquire lifelong practical sailing skills. Our 4,000 graduates attest to our reputation of turning out good sailors. Don't miss the boat this summer. Register early for a fun-filled sailing adventure.

Paul Sesto
Sailing Director

Safe The school keelboats are 24 ft. Bluenose and Harbour 20 sloops. You spend two thirds of your time with us sailing them. They have motors, comfortable cockpits and because of their design, are extremely stable boats. Our new fleet of Harbour 20's has been specifically designed to Harbourside's standards to be safe, comfortable and easy to sail. An instructor is aboard to give individual attention and all participants at the School must wear lifejackets which are supplied.

Convenient Located in downtown Toronto in the Harbourfront Nautical Centre, 283 Queen's Quay West, just west of The Hotel Admiral. The Spadina 77D bus stops across the street or walk west from the Queen's Quay Terminal. There is parking beside the school, or ride your bicycle down.

CYA Certification The Canadian Yachting Association (CYA), sailing's sport governing body, has designed standards and tests for cruising sailors. Harbourside-George Brown have the opportunity to challenge the appropriate CYA Standard as part of their course curriculum.

Staff All instructors are CYA certified. They're excellent sailors who stress safety and simplicity in their methods. Our instructors teach sailing because they enjoy introducing people to the sport that is such an integral part of their lives. You'll find them patient, understanding and enthusiastic.

To Register

By Mail Use the registration form at the back of this directory (see page 68 for complete details). Mail the completed form to Harbourside — George Brown College Sailing School, 283 Queen's Quay West, Toronto, Ont. M5V 1A2.
By Telephone If you hold a VISA or Mastercard, you may call 368-4000 to register. Telephone registration is available Monday through Friday, 10 a.m. to 5 p.m.
In Person You can pay by cash, personal cheque, VISA, Mastercard. Monday through Friday, 10 a.m. to 5 p.m. at: Harbourside — George Brown College, Sailing School, 283 Queen's Quay West, just west of the Admiral Hotel.
Make cheques payable to: Harbourside – George Brown College Sailing School.

Transfers and Cancellations

One change of date is allowed, there is a charge for subsequent changes. Fees will be refunded up to 30 days prior to the course except for a $25.00 service charge, $100.00 up to the course start. No fees are refunded after the course has begun. For further information, please call 368-4000.

Basic Cruising Standard Course

Specifically designed to blend theory and practice to maximize your learning and enjoyment. This course includes 8 hours of land sessions alternating with 18 hours of sailing. Curriculum includes: nautical terminology, skipper responsibilities, safety equipment and procedures, government regulations, weather, sail theory, docking under power, anchoring, and boat maintenance. Intensive sailing exercises enable the beginner to "skipper" on the 5th sail. By writing the Canadian Yachting Association Basic Cruising Standard exam, a nationally recognized certification is obtained. All this is part of the course which includes a text book, C.Y.A. log book and all materials necessary to be successful.
26 hours Fee: $365.00 Seniors: $170.00 (subject to availability)
Sat. and Sun. for 2 weeks All day each day, Courses start: *May 6, May 27, June 3, June 17, July 8, July 22, August 12, September 9*
Holiday Weekend Course *Fri. 6 to 9:30 p.m. Sat., Sun. and Mon. 9 a.m. to 5 p.m. May 19, June 30, Aug. 4, September 1*
Weeknights Mon. and Wed. for 4 weeks
6 to 9 p.m. each evening Courses start: May 8, June 5, July 3, July 31
Mon. to Thurs. *for 2 weeks 6 to 9 p.m. each evening Courses start: May 8, May 22 June 5, June 19, July 3, July 17, July 31, August 14*
Mon. to Thurs. *for 1 week 9 a.m. to 5 p.m. each day Courses start: May 15, May 29, June 12, June 19, June 26, July 10, July 17, July 24, July 31, August 7, August 14, August 21*
• CES **870**

Basic "Live Aboard" Course For Beginners

The same curriculum as the C.Y.A. Basic Standard Course, but taught on a 27 to 30 ft. sailboat as a "live aboard" program. Students challenge the C.Y.A. Basic Standard Course. Food is extra and the cost will be shared by the student.
5 Day Live Aboard
Mon. to Fri. 9 a.m. to 5 p.m.
5 day live aboard Courses start: June 20, July 18
45 hours. Fee: $635.00
Seniors: $300.00
Two weekend Live Aboard
First weekend Sat. 9 a.m. to Sun. 5 p.m.
Second weekend Fri. 6 p.m. to Sun. 5p.m.
June 17, July 22, Aug. 12
• CES **870A**

Intermediate Cruising Standard Course

Prerequisite: C.Y.A. Basic Standard Course or equivalent experience.
Learn to "live aboard" a 27 to 30 ft. sailboat. This course teaches handling a larger boat with inboard engine under power and sail, use of the boat equipment, cruising preparation and safe anchoring. The first part of the course is spent on board in and around Toronto; the second part is spent cruising to Lake Ontario ports with an introduction to watch keeping and coastal navigation. A C.Y.A. certified instructor will be in charge. Food is extra and the cost will be shared by the students. This course will enable the graduate to be competent as a bareboat Charter skipper or boat owner of a medium-sized keelboat.
45 hours Fee: $635.00 Seniors: $300.00 (subject to availability)
5 day live aboard Courses Mon. 9 a.m. to Fri. 5 p.m. Courses start: June 5, July 10, August 14, September 11
Two Week Live Aboard
First weekend Sat. 9 a.m. to Sun. 5 p.m.
Second weekend Fri. 6 p.m. to Sun. 5 p.m.
June 17, July 22, Aug. 12, Sept. 9
• CES **882A**

Advanced Cruising Standard Course

NEW

Prerequisite: C.Y.A. Intermediate Standard and Coastal Navigation Standard or equivalent experience.
The obvious next step for those sailors who want to challenge themselves in every aspect of Coastal Cruising. A rigorous week long "live aboard" course whose graduates sail away with a sense of physical accomplishment and gain valuable skills and knowledge. The course is taught on a boat of 30-40 feet as a 300-500 mile circumnavigation of a Great Lake. The course curriculum includes: weather, sail theory, trouble shooting, advanced seamanship and sailing, continuous watch system, night navigation and man-overboard, collision avoidance, safety and cruise planning. Emphasis is placed on personal instruction for skipper responsibility, safety and navigation. The Advanced graduate can act as skipper or crew of a sailing cruiser of 20-40 feet, operating day and night in coastal waters in any weather.
110 hours. Fee: $845.00.
7 day Live Aboard
Saturday 9 am to Friday 4 pm
June 3 or September 16
• CES **896**

Here's how you can keep sailing with Harbourside

Harbourside Sailing Club

You don't need to own a boat to enjoy sailing in Toronto. The Club is open to everyone interested in learning to sail or who are already sailors. Many members are graduates of a Basic Cruising course and are confident to skipper or crew a small keelboat. The Club gives you the opportunity to meet other sailors, to get involved, to learn, to cruise, to race or just sail on a lazy afternoon.

Open House

Saturday May 6, 1989 10 a.m. - 4 p.m.
A special invitation to enjoy a free sail and meet the staff and instructors of Harbourside. Information provided on courses and getting your sailing life started. Refreshments served.

Academic Upgrading

These courses are designed to upgrade a student's academic standing for self-development, career improvement or entry into apprenticeship, vocational training and two-year diploma programs offered at colleges of applied arts and technology.

English

Pre-Upgrading

A preparatory class for students who possess basic English vocabulary, reading and writing skills but cannot meet the requirements of ENG 906. The emphasis is on developing reading and writing skills. Instruction is individualized although group instruction is also offered.
Tues. 6 to 9 p.m. Casa Loma Campus
50 hours Fee: $40.00
May 9 to August 29 • **ENG 930**

English Upgrading 8

Prerequisite: Grade 7 English or equivalent.
A pre-intermediate course emphasizing grammar, usage, spelling, vocabulary, reading and compositional skills. For students who have been out of school for a number of years, this course is an excellent means of refreshing basic language skills and preparing for more advanced courses in English upgrading. Instruction is individualized although group instruction is also offered.
Tues. 6 to 9 p.m. Casa Loma Campus
50 hours Fee: $40.00
May 9 to August 29 • **ENG 906**

English Upgrading 9

Prerequisite: ENG 906 or equivalent.
Detailed study of grammar and usage with practical writing assignments each class. Topics include: punctuation, spelling, reading and vocabulary development. Both group and individual instruction are used.
Tues. 6 to 9 p.m. Casa Loma Campus
50 hours Fee: $40.00
May 9 to August 29 • **ENG 907**

English Upgrading 10

Prerequisite: ENG 907 or equivalent.
A brief review of grammar and punctuation as required. Emphasis is on developing vocabulary and reading and writing skills. Students learn descriptive, expository and narrative writing and prepare short reports and introductory business letters.
Tues. 6 to 9 p.m. Casa Loma Campus
50 hours Fee: $40.00
May 9 to August 29 • **ENG 908**

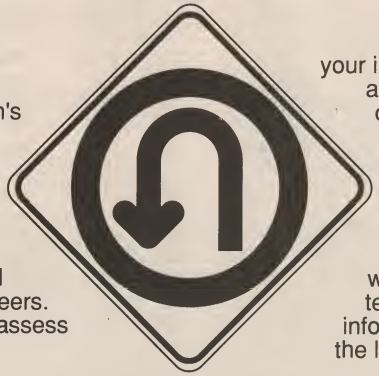
English Upgrading 11

Prerequisite: Grade 10 English or ENG 908.
Students improve their reading rate, comprehension and vocabulary. Topics include: principles of discussion and debate; detailed analysis of short stories, poetry and short plays from twentieth century literature, origin of the English language, factors that cause a language to change and standards of usage.
Mon. and Wed. 6 to 9 p.m. Casa Loma Campus
75 hours Fee: $40.00
April 17 to July 17 • **ENG 909**

Changing Directions?

We can help.

George Brown's Vocational Testing Service can help you decide whether to go back to school or change careers. The tests will assess your interests, skills and personality characteristics to match you to a career. The Test Centre's staff can also help you with job search techniques and information about the labour market.



For more information call:
967-1212,
and ask for the Test Centre

English Upgrading 12

Prerequisite: Grade 11 English or ENG 909.
Students learn to assess their own work using the techniques of various writers as guidelines. Listening and oral skills are developed through debates, presentations and simulated meetings. A detailed analysis of representative twentieth century writers focuses on drama and novels.
Mon. and Wed. 6 to 9 p.m. Casa Loma Campus
75 hours Fee: $40.00
April 17 to July 17 • **ENG 910**

Mathematics and Science

Mathematics Upgrading 8

Prerequisite: Grade 7 mathematics or equivalent.
A placement test is given to determine exact starting point. An introduction to basic mathematics. Topics include: whole numbers, fractions, decimals, per cent, ratio and proportion. Individualized instruction with some group teaching.
Thurs. 6 to 9 p.m. Casa Loma Campus
50 hours Fee: $40.00
May 11 to August 31 • **MATH 906**
Note: This class may be combined with MATH 907 and MATH 908.

Mathematics Upgrading 9

Prerequisite: Grade 8 mathematics or equivalent.
A placement test is given.
Review of mathematics fundamentals and an introduction to basic algebra. Topics include: linear equations, formulae, inequalities and the solution of word problems using algebraic equations. Individualized instruction with some group teaching.
Thurs. 6 to 9 p.m. Casa Loma Campus
50 hours Fee: $40.00
May 11 to August 31 • **MATH 907**
Note: This class may be combined with MATH 906 and MATH 908.

Mathematics Upgrading 10

Prerequisite: MATH 907 or equivalent. A placement test is given.
After a brief review of MATH 907, students are introduced to products and factoring, solving equations with two variables, graphing, equations involving algebraic fractions and some work with quadratic equations.
Thurs. 6 to 9 p.m. Casa Loma Campus
50 hours Fee: $40.00
May 11 to August 31 • **MATH 908**
Note: This class may be combined with MATH 906 and MATH 907.

Mathematics Upgrading 11

Prerequisite: Grade 10 mathematics or MATH 908.
Begin with a brief review of basic arithmetical skills and grade 10 algebra then learn to solve different types of equations. Topics include: problem solving, graphing linear and quadratic functions, solving right triangles and developing calculator skills.
Tues. and Thurs. 6 to 9 p.m. Casa Loma Campus
75 hours Fee: $40.00
April 18 to July 11 • **MATH 909**
Note: This class may be combined with MATH 910.

Mathematics Upgrading 12

Prerequisite: Grade 11 mathematics or MATH 909.
Expand on skills developed in MATH 909 and learn to solve additional types of equations and inequalities. Topics include: solving linear and non-linear equations; quadratic, radical, exponential and logarithmic equations; relations and functions and how to graph them; sequences and series; solving oblique triangles; basic trigonometry and advanced calculator skills.
Tues. and Thurs. 6 to 9 p.m. Casa Loma Campus
75 hours Fee: $40.00
April 18 to July 11 • **MATH 910**
Note: This class may be combined with MATH 909.

Physics

Prerequisite: Grade 10 science and grade 11 mathematics.
Study mechanics, heat and electricity at the grade 11 or 12 level.
Tues. and Thurs. 6 to 9 p.m. Casa Loma Campus
75 hours Fee: $40.00
April 18 to July 11 • **PHY 900**

Biology

Prerequisite: Grade 10 science.
Covers the structure and function of the various body systems, human anatomy and physiology at the grade 11 or 12 level. Laboratory work is involved.
Mon. and Wed. 6 to 9 p.m. Casa Loma Campus
75 hours Fee: $40.00
April 17 to July 17 • **BIO 900**

Chemistry

Prerequisite: Grade 10 science.
Introductory college chemistry at the grade 11 or 12 level. Includes work in the laboratory.
Tues. and Thurs. 6 to 9 p.m. Casa Loma Campus
75 hours Fee: $40.00
April 18 to July 11 • **CHEM 900**

Adult Education for the Deaf

George Brown College is offering a series of part-time courses for deaf adults. The courses are taught by deaf instructors in sign language or by a hearing instructor with a sign language interpreter.

Come to the opening night information and registration session to meet the teachers and find out more about the classes.

Information Night Monday, May 8, 1989 – 7 p.m. Casa Loma Campus

Upgrading for Adults

Improve your English reading and writing skills with the help of a qualified deaf instructor. George Brown College, in conjunction with the Ministry of Skills Development, is offering a new approach to Upgrading for the Deaf Community. These individualized programs for Deaf Adults will be taught in sign language *at no cost to the student.*

English Upgrading 930H

Mon. and Wed. or Tues. and Thurs. 7 to 9 p.m.
Casa Loma Campus – 50 hours
May 15 or 16 to August 16 or 8

For more information, please call:
TDD: 967-0966 or VOICE: 947-9914

Computer Studies

Introduction to Computer Programming

An overview of business data processing and a base for further study of programming and system analysis. Topics include: hardware and software features, programming languages, flowcharts and practical experience programming.
Mon. and Wed. or Tues. and Thurs. 6 to 8:30 p.m.
St. James Campus 50 hours
Fee: $75.00 and purchase of text. Materials: $5.00
April 17 or 18 to June 26 or 22 • **EDP 100X**
For more information about this course, please call 867-2162

Basic Keyboarding I

Designed for those with minimal or no knowledge of typing. After the keyboard is covered thoroughly, students do drills to increase their speed and accuracy with the goal of achieving 20 to 25 words per minute. Note: This course is taught on a typewriter.
Text: Typing Power Drills.
Mon. and Wed. or Tues. and Thurs. 6 to 9 p.m.
St. James Campus
60 hours Fee: $90.00 Materials: $5.00 plus purchase of text.
April 17 or 18 to June 26 or 22
June 27 to August 31 • **KB 100X**
For more information about this course, please call 867-2162.

Microcomputers

Computer Literacy (An Introduction to Microcomputers)

An introduction to the computer age, covering how computers work, computer terminology, what the computer can and cannot do and the types of machines available. Material is presented with helpful audio-visual aids and hands-on computer experience.
Tues. 6 to 9 p.m. or Sat. 9 a.m. to noon
St. James Campus
21 hours Fee: $31.50 Materials: $5.00
May 16 to June 27 or May 27 to July 15, July 4 to August 15
Harbourfront Microcomputer Centre 235 Queen's Quay West (Register at St. James Campus)
Tues. 6:15 to 9:15 p.m.
May 9 to June 20 • **PRGM 993**
For more information about this course, please call 867-2162

Introductory Microcomputer Programming

This course covers the following topics: Introduction to the microcomputer, hardware, software, terminology and the language BASIC; writing, running, saving and printing programs; program development including documentation, editing, input and output techniques, decision-making and branching; arrays and READ/DATA statements.
Casa Loma Campus
30 hours Fee: $45.00
Mon. and Wed. 5 to 7 p.m.
April 17 to June 5
Tues. or Wed. or Thurs. 7 to 10 p.m.
April 18, 19 or 20 to June 20, 21 or 22
Sat. 1 to 4 p.m.
April 22 to June 24
Mon. and Wed. or Tues. and Thurs. 6 to 9 p.m.
July 10 or 11 to August 14 or 10 • **PRGM 925**
For more information about this course, please call 967-1212, ext. 2481.

Microcomputer Programming Techniques

Prerequisite: PRGM 925 or equivalent.
Review BASIC programming techniques and learn more advanced BASIC statements and concepts. Topics include: advanced looping and branching techniques, subscribed variables, arrays, algorithms and problem solving methods, the use of flowcharting and/or pseudo-code, program documentation, sorting techniques including Bubblesort and Shellsort, handling cassette and disk files; creating, maintaining, updating, sorting and merging files. Students also select and develop a project.
Casa Loma Campus
30 hours Fee: $45.00
Mon. 7 to 10 p.m. or Sat. 9 to noon
April 17 to June 26
or April 22 to June 24 • **PRGM 935**
For more information about this course, please call 967-1212, ext. 2481.

Microcomputers in Business

Prerequisite: Basic knowledge of microcomputer operations.
An introduction to the various types of commercially available productivity software for those acquainted with the general procedures for processing business information. Subjects include: BASIC, electronic spreadsheet, word processor, data manager, graphics and integrated packages. Hands-on experience is offered in most of these areas. Text: Lotus 1-2-3 – A Ready Reference Manual, dBase III – A Ready Reference Manual and Wordperfect – A Ready Reference Manual.
Sat. 9 a.m. to 1 p.m. St. James Campus
44 hours Fee: $66.00 Materials: $8.00 plus purchase of texts.
See equivalency for CCUI page 43.
April 22 to July 15 • **EDP 800**
For more information about this course, please call 867-2162

MS-DOS and the Personal Computer (DOS Part I)

Learn the physical components of MS-DOS, DOS commands and the different versions available. Other topics include: floppy and hard disk drives, volume labels, files and file names, control and editing keys, file handling, redirection, pipes and filters, hierarchical directories, line editor, batch file commands, configuring DOS with config. sys., keyboard reassignment, organizing a hard disk, hard disk backup and restoring.
Casa Loma Campus
30 hours Fee: $189.00
Tues. and Thurs. 5 to 7 p.m.
April 18 to June 6
Tues. 7 to 10 p.m.
April 18 to June 20
Sat. 9 a.m. to noon or 1 to 4 p.m.
April 22 to June 24
Mon. and Wed. or Tues. and Thurs. 6 to 9 p.m.
July 10 or 11 to August 14 or 10 • **PRGM 908**
For more information about this course, please call 967-1212, ext. 2481.

Advanced MS-DOS (DOS Part II)

Prerequisite: PRGM 908 — MS-DOS and the Personal Computer.
This course covers the following topics: advanced commands (attrib, set, etc.), hard disk features and partitions, organizing hard disks, backup media, backup procedures and strategy, restoring files on the hard disk, installable drivers and flexible facilities, keyboard and screen reassignment, virtual disk drive (RAM disk), extended and expanded memory board to increase RAM, advanced batch file: calling a batch file from another batch file and returning to the point of call and continue, advanced batch subcommands, edlin versus full screen editing, embedding extended ASCII in a text file, edlin subcommands in maintaining a data base, DOS editing keys, creating menu driven programs, application of redirection, piping and filters, structure of MS-DOS.
Wed. 7 to 10 p.m. Casa Loma Campus
30 hours Fee: $190.00
April 19 to June 21 • **PRGM 918**
For more information about this course, please call 967-1212 ext. 2481.

DOS Part III

NEW

Prerequisite: PRGM 918 – DOS Part II.
To further the understanding of DOS commands and full use of the software. To recover valuable data after the program crashes. To rescue erased files that were believed totally erased. To develop menu driven programs to bring in automation to cut down the training costs. To secure data and control access to directories on a multiuser hard disk system. To bring other features of DOS (editor, DOS as a database management system for small applications)
Mon. and Wed. 5 to 7 p.m. Casa Loma Campus
30 hours Fee: $225.00
April 17 to June 5 • **PRGM 962**

Languages

Introduction to UNIX

Prerequisite: Programming experience in one of the following: 'C', Fortran, Cobol, Pascal or FORTH.
For programmers who want to learn about the functioning and the abilities of the UNIX operating system in sufficient detail. Shell programming and UNIX utilities are covered in depth. 'C' language programming is not dealt with.
Thurs. 7 to 10 p.m. Casa Loma Campus
30 hours Fee: $250.00
April 20 to June 22 • **PRGM 942**
For more information about this course, please call 967-1212, ext. 2481.

'C' Programming Language (Part I)

Prerequisite: Programming experience in at least one other language.
This hands-on course provides an introduction to 'C' language programming. Specific topics include: program structure, strings, variables and pointers, control flow, functions, arrays, input/output and debugging. The cost of the text and materials is not included.
Mon. and Wed. or Tues. and Thurs. 6:30 to 9:30 p.m.
Casa Loma Campus
60 hours Fee $250.00
April 17 or 18 to June 26 or 22 • **PRGM 933**
For more information about this course, please call 967-1212, ext. 2481.

Free Computer Courses at Dixon Hall for the Unemployed

Dixon Hall, in cooperation with George Brown College and Canada Employment and Immigration, is offering free part-time microcomputer courses.

Computers **i**n the **C**ommunity is designed to meet the special needs of adults who have been unemployed 6 months or more.

Fourteen-week part-time courses and one-day workshops will be offered beginning April 24, 1989. Registration will occur on April 4, 1989.

Courses are offered in the afternoons, evenings and Saturdays in these areas:

Keyboarding	Word Processing
Computerized Accounting	Computers in Business
Lotus 1-2-3	dBase III+
Understanding DOS	Resume writing

DIXON HALL

For more information on courses and how to register, call Dixon Hall, 58 Sumach Street, after noon, at **863-0498.**

'C' Programming Language (Part II)

Prerequisite: PRGM 933 — 'C' Programming Language (Part I).
A hands-on course to improve the programming skills of PRGM 933 graduates in a UNIX-like environment. Further discussion of the theory in the following topics: structures, function pointers, buffered and unbuffered I/O, file handling and applications.
Mon. 7 to 10 p.m. Casa Loma Campus
30 hours Fee: $156.00
April 17 to June 26 • **PRGM 943**
For more information about this course, please call 967-1212, ext. 2481.

COBOL I

Prerequisite: EDP 100X or equivalent.
The mechanics of the COBOL language are introduced and students gain practical experience writing programs to solve business problems. The documentation of programs is emphasized. Text: Cobol for the '80s. IBM vs JCL plus Utilities and CMS Primer – Release 4.
Tues. and Thurs. 6 to 8:30 p.m.
St. James Campus
50 hours Fee: $75.00 Materials: $10.00 and purchase of text.
April 18 to June 22 • **EDP 101X**
For more information about this course, please call 867-2162

COBOL II

Prerequisite: A grade of "C" in COBOL I or the equivalent.
Programming assignments cover accounts receivable and payroll applications and students are taught techniques for sorting, summarizing and updating a master file. Texts: Cobol for the '80s, OS/VS JCL and Utilities, and CMS Primer, Release 4.
Tues. and Thurs. 6 to 8:30 p.m.
St. James Campus
50 hours Fee: $75.00 Materials: $10.00 and purchase of texts.
April 18 to June 22 • **EDP 200X**
For more information about this course, please call 867-2162

Microcomputer Training at Harbourfront

George Brown College - Harbourfront Microcomputer Centre
Courses are designed to provide hands-on microcomputer training using IBM compatible personal computers using the latest software products.

The Facility
The George Brown College - Harbourfront Microcomputer Centre is equipped with 20 IBM compatible microcomputers and four printers.

Location
Harbourfront, 235 Queen's Quay West

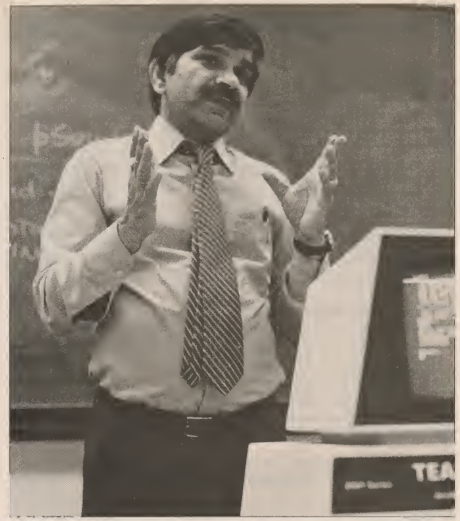
Courses

Computer Literacy – An introduction to Microcomputers
(See page 12 for course description and dates.)

Introduction to Lotus 1-2-3
(See page 14 for course description and dates.)

Introduction to dBASE III
(See page 14 for course description and dates.)

IBM is a trademark of International Business Machines Corp. Lotus 1-2-3 is a trademark of Lotus Development Corp, dBASE III is a trademark of Ashton-Tate.



Application Software

Introduction to dBASE III

Prerequisite: Familiarity with microcomputers. dBase III and dBase III Plus are the latest versions of dBase. They are the most popular data base management software packages around for microcomputers. Learn the steps for creating, editing and displaying data records. You are introduced to sorting, indexing and preparing reports and elementary dBase programming.
Fri. 6 to 9 p.m. St. James Campus
18 hours Fee: $27.00 Material Fee: $7.00
May 12 to June 23
July 7 to August 18
Mon. 6:15 to 9:15 p.m.
Harbourfront Microcomputer Centre
235 Queen's Quay West
(Register at St. James Campus)
April 24 to June 5 • **PRGM 997**
For more information about this course, please call 867-2162.

Intermediate dBASE III

Prerequisite: Introduction to dBASE III. PRGM 997
To further expand the students basic knowledge of the power and flexibility of dBASE III Plus. Topics covered include: changing dBase systems default setting; setting up dBase working environment; working with multiple files simultaneously; exchanging data files with other programs and other advanced commands.
Thurs. 6 to 9 p.m. St. James Campus
21 hours Fee: $31.50 Material Fee: $5.00
June 29 to August 10 • **PRGM 989**
For more information about this course, please call 867-2162.

Advanced dBASE III

Prerequisite: PRGM 989 — Introduction to dBASE III plus practical experience.
This course is designed for those who want to use dBase III and dBase III Plus beyond just the interactive mode and become involved in its built-in programming language. The student starts by creating small business-related programs and learns how to build these step-by-step into powerful, integrated programs. These integrated programs relate to most business systems and provide a practical tool for the work place.
Wed. 6 to 9 p.m. St. James Campus
21 hours Fee: $31.50 Material Fee: $5.00
April 19 to May 31
June 7 to July 19 • **PRGM 998**
For more information about this course, please call 867-2162.

Lotus 1-2-3 (General Applications)

An examination of the attributes of Lotus 1-2-3 Release 2 program and an introduction to 1-2-3 templates and other aspects of the program. Other subjects include: border cells, pointer, mode indicators, error corrections, function keys, commands, formats and functions, file handling, print reports, business graphs, macros and the creation and manipulation of the database. No **previous experience necessary .**
Mon. 7 to 9:30 p.m. Kensington Campus
25 hours Fee: $158.00
April 17 to June 26 • **PRGM 907**
For more information about this course, please call 967-1212, ext. 2481.

Introduction to Lotus 1-2-3

Prerequisite: Basic knowledge of microcomputers. A clear, concise and practical approach to the popular electronic spreadsheet which combines power and flexibility with ease of use. Both the novice and those with some knowledge of 1-2-3 will benefit from the course.
Tues. or Thurs. 6 to 9 p.m.
St. James Campus
18 hours Fee: $27.00 Material Fee: $7.00
May 2 or 4 to June 6 or 8
June 20 or 22 to July 25 or 27
Wed. 6:15 to 9:15 p.m.
Harbourfront Microcomputer Centre
235 Queen's Quay West
(Register at St. James Campus)
May 3 to June 7 • **BUS 813**
For more information about this course, please call 867-2162.

Advanced Lotus 1-2-3

Prerequisite: BUS 813 — Introduction to Lotus 1-2-3 plus practical business experience with Lotus 1-2-3.
Explore the potential of 1-2-3 and move on to more advanced applications, especially the use of macros. Learn how to design the worksheet and create macros for a variety of business applications as well as data sharing between 1-2-3, dBASE III and Wordstar.
Mon. 6 to 9 p.m. St. James Campus
18 hours Fee: $27.00 Material Fee: $10.00
April 24 to June 5
June 19 to July 31 • **BUS 815**
For more information about this course, please call 867-2162.

WordPerfect 4.2

This course is designed to introduce the student to WordPerfect 4.2, a full function word processing software package. The course covers the following topics: basic typing features of WordPerfect, creating and saving documents, editing text, formatting options, page numbering, printing function, moving and copying text, search and replace, Help key, Speller, Thesaurus, text columns, math, macros, merge capabilities and the sort feature.
Kensington Campus
30 hours Fee: $203.00
Mon. 9 a.m. to noon
April 17 to June 26
Tues. and Thurs. 5 to 7 p.m.
April 18 to June 6
Thurs. 7 to 10 p.m.
April 20 to June 23
Sat. 9 a.m. to noon or 1 to 4 p.m.
April 22 to June 24
Mon. and Wed. or Tues. and Thurs. 6 to 9 p.m.
July 10 or 11 to August 14 or 10 • **PRGM 909**
For more information about this course, please call 967-1212, ext. 2481.

MultiMate

A comprehensive examination of the features of MultiMate. Topics include: the main menu, help menu, creating a new document, editing an old document, cursor movement, tabs, margins, line spacing, inserting, deleting, moving and copying texts, enhancing documents, search and replace, document handling utilities, checking spelling in documents, libraries, merging documents, key procedures and system utilities.
Kensington Campus
30 hours Fee: $189.00
Tues. 7 to 10 p.m.
April 18 to June 21 • **PRGM 906**
For more information about this course, please call 967-1212, ext. 2481.

ENABLE 2.0

Prerequisite: General understanding of microcomputers and keyboards.
ENABLE is a complete productivity tool for users of IBM PCs or compatibles. It provides all five major applications: word processing, spreadsheets, graphics, database management and telecommunications. It also interacts with other packages such as Lotus and dBase III. This course will cover the following topics: installing ENABLE, fundamental word processing techniques, fundamental database management techniques, fundamental spreadsheet techniques: graphs, creating integrated reports and an overview of ENABLE's telecommunications applications.
Mon. and Wed. 5 to 7 p.m.
Kensington Campus
30 hours Fee: $203.00
April 17 to June 5 • **PRGM 936**
For more information about this course, please call 967-1212, ext. 2481.

Framework II

This course will introduce the student to Framework II and the following: interaction with DOS, major elements of Framework II, graphing, creating a document, modifying a document, data processing, gathering/analyzing information, introduction to FRED programming, program designing, program writing and refinement.
Wed. 7 to 10 p.m. Kensington Campus
30 hours Fee: $195.00
April 19 to June 22 • **PRGM 937**
For more information about this course, please call 967-1212, ext. 2481.

Introduction to ACCPAC General Ledger

Prerequisite: Knowledge of basic accounting and familiarity with microcomputers.
The ACCPAC General Ledger & Financial Reporting System can be operated by persons with varying degrees of accounting knowledge. Students with an accounting background will, however, be in an advantageous position in appreciating the implications of the various teaching modules. This course aims at teaching the student how to create and maintain a general ledger, enter accounting transactions and produce all critical financial reports, including company profile, chart of accounts, general ledger listing, batch status report, transaction journal, trial balance worksheet, detailed general ledger account listing, and custom financial reports and specification files.
Sat. 1 to 4 p.m.
Wed. 6 to 9 p.m.
St. James Campus
21 hours Fee: $31.50
May 10 to June 21
May 27 to July 15 • **ACC 800**
For more information, please call 867-2162.

Certificate Program in Microcomputer Studies

This certificate is designed to meet the needs of students who are encountering computers in their day-to-day jobs. By offering several of the most popular office software packages, the program allows students to tailor the certificate to their individual needs.

7 courses: 3 Compulsory, 4 Electives
Prerequisite for course: KEYBOARDING I (page 12).

Compulsory:

Computer Literacy

For course description see page 12.

Introduction to dBase III

For course description see page 14.

Introduction to Lotus 1-2-3

For course description see page 14.

Electives: – Group A

Choose 1

Wordperfect 4.2

For course description see page 15.

Multimate PRGM 906

For course description see page 15

Introduction to Multimate Advantage (Wordprocessing)

Prerequisite: Typeing speed of 20 wpm.
This course includes the new updated version of Multimate. The student is introduced to the fundamentals of Wordprocessing. Topics include creating, editing, saving and revising documents; setting margins and tabs, page length, and columns; copying and moving text and using search and replace.
Mon. 6 to 9 p.m. St. James Campus
18 hours Fee: $27.00
June 19 to July 31 • **WORD 901**

Group B

Choose 2

MS-DOS and the Personal Computer

For course description see page 12.

Intermediate dBase III

For course description see page 14.

Introduction to ACCPAC General Ledger

For course description see page 15.

Advanced Lotus 1-2-3

For course description see page 14.

Intermediate dBase III

For course description see page 14.

Advanced Multimate Advantage

Prerequisite: Introduction to Multimate Advantage (WORD 901).
This advanced course includes the following topics: key procedures library functions, system defaults, advanced print controls, document merging (Mailmerge), spell checker and many of the new features that have been added to this updated version of Multimate.
Mon. 6 to 9 p.m. St. James Campus
18 hours Fee: $27.00
April 24 to June 5 • **WORD 902**

Group C

Choose 1

Introduction to Networking*

*Under development

Computer Graphics*

*Under development

Certificate in Communications

Our Communications Certificate will help you win that paper war at the office with courses in written communications that will make your letters, memos, and reports clearer, more concise – and hard to ignore. We also have courses that will put more punch in your oral presentations and public speaking, teach you to build your vocabulary, or improve your reading speed and comprehension. Our approach is all business and our instructors are professional communicators. Students who have satisfactorily completed each course will receive a certificate of competence and, on completion of six courses, may apply for a Certificate in Communications. Courses selected from the Creative Writing Certificate program may be used as credits for this certificate.
For more information, please phone 967-1212, ext. 3377.

Speaking with Confidence

When you are called on "to say a few words" to a social or a business group, do swarms of butterflies fill the pit of your stomach? And is that fluttering panic you feel holding you back in your private and business life? Speaking with Confidence teaches you to make those swarms of butterflies fly in formation; to turn panic into poise. You will learn to deliver reports and to give presentations with visual aids; to introduce guest speakers; to give a presentation and an acceptance speech. Instructor: Hugh Thomson, writer, editor, public speaker.
Mon. 7 to 10 p.m. St. James Campus
36 hours Fee: $54.00
April 17 to July 17 • **ELS 809**

Bare Essentials

This course offers the "essentials" of writing skills for the student who is not quite ready for business, technical or creative writing courses. Basic rules of grammar, extensive practice in writing, punctuation, spelling and some speaking skills are included.
Mon. and Wed. or Tues.
and Thurs. or Tues. 6 to 9 p.m.
St. James Campus
42 hours Fee: $63.00
May 8 or 9 to June 26 or 22 or May 9 to August 1 • **ENG 933**

Wordplay: Enlarging Your Vocabulary

Are you often at a loss for words? This course teaches you how to improve your vocabulary and build your self-confidence in language use. Wordplay's workshop environment is supportive and non-intimidating. Words are explored through contemporary methods such as role-playing, visualization, and guided conversational exercises. Audio/visual aids are employed. Students work from a dictionary, Roget's Thesaurus and a text designed to increase vocabulary. Instructor: Mike Kilpatrick
Thurs. 7 to 10 p.m. St. James Campus
36 hours Fee: $54.00
April 20 to July 6 • **ELS 823**

The Reading Workshop

The Reading Workshop is a course for students who want to explore the exciting world of reading. It's a course for those who want to improve their reading skills. It's also for those who already read well but would like to learn to enjoy the activity more. It's practical. Speed and comprehension are taught through games, exercises and drills, some involving computer play. Students learn "gears" – techniques for studying, slow reading, rapid reading or skimming. It's fun. Reading is experienced as an enjoyable activity. Reading matter includes magazines, newspapers, technical, business and industrial reports, essays, fiction and poetry.
Instructor: Mike Kilpatrick
Wed. 7 to 10 p.m. St. James Campus
36 hours Fee: $54.00
June 14 to August 30 • **ENG 931**

Reading English: For Fluent Readers of Other Languages

Designed for students who wish to read all kinds of materials, this course guides students in improving reading speed and comprehension. Students follow individualized programmes of gradually increased difficulty. Reading materials are extremely varied and include computerized texts. Students are exposed to reference works. At the same time, they are encouraged to read freely, without mentally translating and constantly resorting to a dictionary.
Instructor: Justina Abenina.
Tues. and Thurs. 6 to 9 p.m. St. James Campus
42 hours Fee: $63.00
May 9 to June 22 • **ENG 935**

Communications I

Prerequisite: Grade 12 English or equivalent. This course covers study skills, essential grammar and punctuation skills, organizing ideas effectively in paragraph and short essay forms, proofreading techniques and critical thinking.
Instructor: Julie Joyce
Tues. and Thurs. 6 to 9 p.m. St. James Campus
42 hours Fee: $63.00
May 9 to June 22 • **COMM 901**

Communications II

This course presents students with the gamut of communication experiences they encounter in the business world. A significant portion of this course is devoted to oral presentation skills. Students do a minimum of two presentations. The course also offers students an opportunity to learn the formats and conventions of business letter, memo and report writing. Instructor: Julie Joyce
Mon. 6 to 9 p.m. St. James Campus
42 hours Fee: $63.00
May 8 to June 26 • **COMM 902**

Written Business Communication

Prerequisite: Grade 12 or mature student status. This course provides the student with a solid foundation in written business communication. Instruction is given on appropriate format and technique in writing memoranda, business letters, policy and procedure manuals, and informal and formal reports, including the financial report.Emphasis will be placed on planning, organizing and writing the message effectively.
Instructor: John Hamilton
Tues. and Thurs. 6 to 9 p.m. St. James Campus
42 hours Fee: $63.00
May 9 to June 22 • **ELS 903**

ELS 903 and ELS 909, if successfully completed, permit CGA candidates to meet the CGA Business Communications requirement. A diagnostic test is written the first evening of ELS 903. Students lacking the necessary language skills for formal report writing are advised to first complete
ENG 933 — Bare Essentials.

Oral Business Communication

Prerequisite: Grade 12 or equivalent.
Business Communications helps you to shape your ideas and communicate them clearly and persuasively. It adds strength, depth and colour to your speech. Your skill in talking determines whether your ideas produce results, your business flourishes and your career advances.
This course helps you to succeed in all speaking situations: in meetings, in interviews, on the phone, in small and large groups.
Instructor: Frank Canino, professional communicator.
Tues. and Thurs. 6 to 9 p.m. St. James Campus
42 hours Fee: $63.00
May 9 to June 22 • **ELS 909**

Writing that Works: Strengthen Your Skills for Work-Related Writing

Do you wish you could rewrite your memos and letters? Write them better? Write them with more impact? In this "before and after" workshop, you do guided rewriting exercises to convert ordinary memos into extraordinary communications. You also practice skills to strengthen your style, deliver clear messages and get the results you want from your readers.
Instructor: John Hamilton, corporate business writer.
Wed. 6 to 9 p.m. St. James Campus
36 hours Fee: $54.00
April 19 to July 5 • **ENG 912**

Assertiveness Training

For course description, see page 3. • **CE 824**

Gain Confidence, Overcome Shyness

For course description, see page 3. • **CE 876A**

Certificate in Creative Writing

Develop your romance or mystery novel, feature story or poem. You can learn romance writing from a Harlequin editor, poetry from a prize-winning Canadian poet, and journalism from a former Globe and Mail newshound. If that's not enough, try writing children's literature or a screenplay — the choice is yours. You can develop your own style and learn some of the tips of the trade at the same time.
After the satisfactory completion of each course, students will receive a certificate of competence and, on completion of six courses, may apply for a certificate in Creative Writing.
These courses may be used to fulfill elective requirements in the General Arts and Science Diploma Program. For more information, please phone 967-1212, ext. 3377.

Writing for Clarity and Impact

This is a course designed for the student who wishes to write clearly and precisely in any situation — business, social, academic, political and journalistic. This is a nuts and bolts course in which language usage and style are examined critically. Students are required to write and review their work. Instructor: Arnie Achtman
Tues. or Thurs. 6 to 9 p.m. St. James Campus
36 hours Fee: $54.00
April 25 or 27 to July 11 or 13 • **ELS 901**

Journalism: Springboard to a Career

News is anything that interests people. Nevertheless, it can be recognized and written only by those with "a nose for news" and a knowledge of how to write it for each of the media — the press, TV and radio. This course develops that news-sense and those writing styles for general reporting and for the specialized covering of sports, entertainment, business, politics, science, education, religion, etc. If you're not interested in a journalistic career, this course will sharpen your observation and enjoyment of the daily news, in print and on the air, because you'll be an insider, someone "in-the-know." The instructor, Hugh Thomson, is a former CBC radio interviewer, Toronto Star columnist and Globe and Mail editor.
Wed. 7 to 10 p.m. St. James Campus
36 hours Fee: $54.00
April 19 to July 5 • **ENG 934**

Writing for Fun and Profit

Today, with magazines laying off staff writers to cut costs, editors are seeking, as never before, contributions from freelance writers. So why not try writing feature articles or interview stories? Why not submit fillers, lyric poetry, light verse or travel articles? Or stories for children as well as stories for adults? Or humorous features or opinion pieces on lively current issues? This course is for those eager to give freelance magazine writing a solid, educated try under the guidance of a professional writer and former editor of the Globe and Mail. Instructor: Hugh Thomson
Thurs. 7 to 10 p.m. St. James Campus
36 hours Fee: $54.00
April 20 to July 6 • **ENG 919**

Creating Short Stories

The short story is enjoying a revival. This class/workshop explores the fundamentals of short story technique and structure, plotting, dialogue, characterization, tone and setting and offers an introduction to experimental writing. Guided by published author Nancy Kilpatrick, students create a short story in class as well as present works-in-progress for support and constructive feedback.
Thurs. 6:30 to 9:30 p.m. St. James Campus
36 hours Fee: $54.00
April 20 to July 6 • **ENG 801**

Short Story Workshop — Advanced

Prerequisite: Solid understanding of short story writing techniques and/or Creating Short Stories — ENG 801 or equivalent.
This intensive workshop is devoted to indepth analysis of short stories written by participants. Each student provides the class with photocopies of his or her short fiction to be critiqued between sessions and then discussed in class. Guided by instructor Nancy Kilpatrick, the focus is on line-by-line and overall feedback — both technique and gut reaction. As well, marketing suggestions and strategies are discussed. The number of participants is limited to ensure maximum concentration on each story.
Wed. 6:30 to 9:30 p.m. St. James Campus
36 hours Fee: $54.00
April 19 to July 5 • **ENG 918**

Writing Mysteries

Are you dying to write a mystery? This course explores the theory and structure of mystery writing and develops stylistic techniques in a workshop situation. Each student writes either a short story or two chapters and an outline of a novel during the course and receives editing advice from the instructor and from other students.
Instructor: Peter Robinson, author of *Gallows View* and *A Dedicated Man*.
Thurs. 6.30 to 9:30 p.m. St. James Campus
36 hours Fee: $54.00
April 20 to July 6 • **ELS 827**

Poetry Workshop

This course provides an ongoing workshop approach to creative writing, emphasizing a collective critique by peers of submitted material. The instructor provides direction and focus during the session, as well as an overall strategy of development. The course facilitates in-class improvement of writing skills. Students in this course bring established habits or patterns of writing and a commitment to developing their own material. The emphasis is on poetry, with particular attention to modern forms.
Instructor: Christopher Dewdney.
Mon. 6:30 to 9:30 p.m. St. James Campus
36 hours Fee: $54.00
April 17 to July 17 • **ELS 902**

Writing for the Theatre

A well-known Toronto playwright provides an opportunity for students to learn the basics of writing performable plays. In the process of reading and analyzing the text of a contemporary full-length play, students will learn and practise how to make characters come alive, write believable dialogue, and structure their own scenes for maximum dramatic impact. The course includes the viewing and analysis of a live theatrical production.
Instructor: Janis Rapoport.
Tues. 6:30 to 9:30 p.m. St. James Campus
36 hours Fee: $54.00
April 25 to July 11 • **ELS 822**

Write Your Own Screenplay

You have a great idea for a screenplay, but you don't know where to start? There are definite structural stages a writer works through in fleshing out and dramatizing an idea — and this course leads the student step-by-step through those stages. Each student writes an outline of a full-length screenplay and the first 30 pages of a script based on that outline. In addition, marketing information and advice will be provided by the instructor, Nika Rylski, a scriptwriter with over 30 TV, film and radio credits to her name.
Thurs. 6.30 to 9:30 p.m. St. James Campus
36 hours Fee: $54.00
April 27 to July 13 • **ENG 913**

Screenwriters' Workshop — Advanced

Prerequisite: ENG 913 or equivalent.
You've written the first 20 to 30 pages of your screenplay and need professional guidance (someone to hold your hand!) as you tackle the next 60 to 90 pages. Screenwriters' Workshop guides participants in the preparing and completing of Acts 2 and 3 of a full-length screenplay. In addition to script editing advice, the instructor provides information on a variety of screenwriting techniques and topics such as Adaptation From Other Media, The Fine Art of Pitching and Writing Scripts for other Media and Genres.
Instructor: Nika Rylski.
Wed. 6:30 to 9:30 p.m. St. James Campus
36 hours Fee: $54.00
April 26 to July 12 • **ENG 922**

Women Writer's Workshop

Participants in this course work on their own creative writing projects in poetry, fiction, literary nonfiction and their combinations. Students will also look at selections from women writers, with focus on those who are exploring new ways to approach content and/or form, and who are broaching themes such as sexuality from a female viewpoint as well as on traditional themes infused with a female sensibility.
Instructor: Libby Scheier.
Mon. 6 to 9 p.m. St. James Campus
36 hours Fee: $54.00
April 17 to July 17 • **ENG 923**

The Complete Travel Writer

In this course potential travel writers learn to construct travel stories in both newspaper and magazine styles. They learn to illustrate their stories using a 35 mm camera which they must provide. Story proposals and approaches to editors, developing contacts, marketing finished stories, the ethics and responsibilities of travel writers, and business aspects of travel writing are all covered. This course includes one Saturday field trip.
Instructor: Bruce Kemp.
Tues. 6.30 to 9:30 p.m. St. James Campus
36 hours Fee: $54.00
April 18 to July 4 • **ENG 929**

Introduction to Book Publishing

What do publishers want? How can an author dramatically improve his/her chances of getting published? Book Publishing answers these and many other questions frequently asked about publishing. Topcis include: the writer's market; author grants and awards; vanity presses; desktop publishing; self-publishing; typesetters, printers, and book manufacturers; the small press; copyright; contract negotiation; advances and royalties; subsidiary rights (films, book clubs, foreign editions); editing and editors; book design and illustration; production; marketing; advertising and publicity; the bestseller.
Instructor: Glen Ellis has edited numerous bestselling and critically acclaimed books.
Tues. 6:30 to 9:30 p.m. St. James Campus
36 hours Fee: $54.00
April 18 to July 4 • **ELS 910**

Want to Write Children's Books?

NEW

Storymakers, a conference co-sponsored by George Brown College and The Canadian Children's Book Centre, may be just what you're looking for.

This unique event is being held July 12-14 in Toronto and features presentations by well-known Canadian children's authors, editors and illustrators. The conference also provides opportunities to have some of your own work reviewed by the experts.

For more information, please look inside the front cover of this Directory.

Writing for Children

Children's books are magical. Increasing numbers of people want to be part of the surge in children's literature in this country, to create that special book which young readers will always remember. In this course, presented by the staff of the Children's Book Centre, students meet established writers, illustrators, editors and publishers. They learn about the children's literary marketplace and publishing industry, and receive practical suggestions about how to approach a publisher. In addition, they have an opportunity to explore their motivation in writing for children and, through extensive workshop experience, to hone their writing skills. At the first class meeting, materials will be available for which the fee is $10.00.
Classes meet at the Children's Book Centre, 229 College Street. Students register at St. James Campus.
Tues. 6:30 to 9:30 p.m.
Children's Book Centre, 229 College St.
30 hours Fee: $45.00
April 25 to June 27 • **ENG 804**

Writing for Children Workshop (Advanced)

This workshop is designed for those who have successfully completed the initial Writing for Children course – and who now find themselves hopelessly addicted to the writing habit. Students taking the course are those who realize that writing for children is as demanding and risky as any other creative activity. They develop major writing projects, with the aim of bringing them nearer to a publishable state. Opportunities are provided for meeting established writers, editors and publishers. Students also learn more about the practical implications of embarking on a career as a writer.
Thurs. 6:30 to 9:30 p.m.
Classes meet at the Children's Book Centre, 229 College Street. Students register at St. James Campus.
30 hours Fee: $45.00
April 27 to June 29 • **ENG 916**

Romance Writers' Workshop

Prerequisite: Ability to write creatively.
Every month, more than 140 romance novels hit the stands. Publishers are eager to find reliable new talent to meet their publishing requirements. Despite the opportunities for romance writers, rejects are high because aspiring writers are unaware of what the publishers want. Let Nancy Roher, editor of Harlequin books, help you to break into the romance fiction market. She helps you to understand the market, and identifies your style and gets you started on your next romance.
Mon. 6:30 to 9:30 p.m. St. James Campus
24 hours Fee: $36.00
May 1 to June 26 • **ELS 812**

Saturday Writing Seminars – Informal Round-Table Learning

Travel Writing

Everybody is travelling far and wide these days; travel publications are flourishing and their editors are eager to receive freelance stories. Most they get in the mail are, however, rejected because the style and the content are useless.
The instructor, Hugh Thomson, a veteran travel writer, shows you how to write in a fresh imaginative style (free of "travelese") and to slant each piece to suit the travel editor.
Instructor: Hugh Thomson
Sat. 10 a.m. to 4 p.m. St. James Campus
6 hours Fee: $37.50
April 22 • **ELS 825**

Make the News Media Work for You

Editors of newspapers, TV, radio, general magazines, trade and professional journals toss out most of the publicity releases they receive from public relations writers with businesses, industries, professions, governments and associations. Yes, even those with viable news buried in huckster-style writing. For publicity writing must be news writing, yet seldom is. A veteran promotion director, news writer and editor with the Toronto Star and Globe and Mail shows in this course those in public relations and those eager to break into it, how to make the print and broadcast media their oyster.
Instructor: Hugh Thomson
Sat. 10 a.m. to 4 p.m. St. James Campus
6 hours Fee: $37.50
April 29 • **ENG 806**

A Workshop for Women Your Business Matters

More and more women are starting up their own businesses with great success. In this course students are guided through the intricacies of stearting a small business with emphasis on avoiding the pitfalls. Various aspects of starting up a business on a budget are discussed, including reasons for considering self-employment, types of business structures, sources of funding, approaching a bank, marketing the business, choosing a location, leases and bylaws, finding supplies, hiring personell, advertising, bookkeeping and income tax. Students receive an invaluable package to assist them in making decisions about their future business.
Instructor: Lynn McGuigan, Toronto businesswoman.
Sat. 10 a.m. to 4 p.m. St. James Campus
6 hours Fee: $25.00
April 29 • **ENG 800**

Certificate Program in Teaching and Training Adults

This program is designed for teachers or those intending to teach on a full-time or part-time basis in community colleges, business collegs or institutes, and trainers in business, industry, government, non-profit organizations and health care facilities. It will offer appropriate theoretical instruction, but the primary program emphasis will be on practical application.
The program consists of two core courses covering essentials that are relevant to all participants and short intensive elective workshops geared towards the particular needs of participants, eg., health care professionals, business trainers, college insturctors. As well, some electives offer a more in-depth examination of core units with topics selected to satisfy participant's own interest, eg., Independent Self-Directed Learning, Training Volunteers and Organizing Workshops and Seminars. Students must complete two compulsory courses and three electives in order to graduate.
The program is taught by a team of skilled practitioners from colleges, business and industry. For general information call 967-1212, ext. 3239 or 3241.

Compulsory:

Introduction to Teaching and Training Adults

An intensive introductory course focusing on planning and preparation skills. This interactive course is conducted by a team of teaching and training professionals and includes an opportunity for all students to participate in a practice teaching session. Topics covered include: characteristics of adult learners, characteristics of good instructors, course planning (assessing needs, sequence of learning, evaluation), lesson preparation, objective setting and evaluation of learning.
Wed. 7 to 9:30 p.m. St. James Campus
37.5 hours Fee $185.00
September 13 to December 20 • **CES 880**

Instructional Techniques

Prerequisite: Introduction to Teaching and Training Adults.
An overview and comparison of different teaching methods including: lecture format, demonstrations, self-directed independent learning, seminars, projects, field-work/clinical experience and interactive group techniques. Topics covered include: managing the learning experience, motivating students, questioning techniques, positive reinforcement, task analysis, teaching concepts/theory and audio-visual instructional aids. students plan, prepare and conduct a skill or theory session using other participants as students.
Tues. 7 to 9:30 p.m. St. James Campus
37.5 hours Fee: $185.00
September 12 to December 19 • **CES 877**

Electives:

Training volunteers

NEW

This elective offers direction in how to use volunteers efficiently and effectively in the workplace. It covers recruitment, training, management of volunteers, and matching volunteers to appropriate work settings. Among the areas covered are designing meaningful jobs for volunteers, and techniques for maintaining motivation and interest.
Tues. 6.30 to 9.30 p.m. St. James Campus
6 hours Fee: $48.00
May 2 to May 9 • **CES 910**

Cross Cultural Communication

NEW

This course is designed to facilitate further development of skills, knowledge, sensitivity, flexibility, and curiosity — in relation to the workplace. The basic philosophy underlying this elective is that awareness and effective communication evolve from an understanding of one's own background, and that sharing this information facilitates development of both empathy and understanding.
Thurs. 6 to 8 p.m. St. James Campus
6 hours Fee: $48.00
May 4 to May 18 • **CES 909**

Interpersonal Communications

NEW

This course is deigned to provide a fundamental understanding of interpersonal communications using the neuro-linguistic model of communications. Neuro-linguistic programming (NLP) integrates the study of nonverbal behaviour patterns and language patterns in order to improve communications and bring about changes in behaviour.
Thurs. 6 a.m. to 8 p.m. St. James Campus
6 hours Fee: $48.00
April 13 to April 27 • **CE 907**

Advanced Audio-Visual Techniques

NEW

This is an intensive seminar on the application of audio-visual techniques in training and education. It will cover audio-visual techniques used by professionals and "non-professionals", and discuss when it is appropriate to use outside services. Topics covered include: production of audio cassettes, audio-based information kits, slide/tape, video and laser disks, and a review of computer applications. The classes will be held at 252 Bloor St. W., Room 4-464
Sat. 9 a.m. to 4 p.m. St. James Campus
6 hours Fee: $48.00 Material Fee: $5.00
May 6 • **CES 908**

Client Services

George Brown College offers a variety of programs and services which are available to the Business and Industry Community. We can assist your company in implementing training; on the job, in your plant, at our college or any other suitable location. Existing programs may be utilized, altered to meet your needs or, if required, a new training program will be designed to meet your specifications. For further information, please call the Client Services Unit at 967-1212, ext. 3219.

Training to Improve Communications in Multicultural Workplaces

George Brown College can offer courses that will improve communications and job effectiveness in multicultural workplaces.

Management Personnel

This 16-hour course is designed to increase the awareness and skills needed by management to effectively communicate with and supervise a multicultural work force. The course includes the impact of culture on communication and behaviour and how to prevent and deal with intercultural miscommunication at the workplace. It also looks at how to convey information and instructions to second-language speakers. Race relations issues and strategies for dealing with these issues are dealt with.

Staff

A course of appropriate duration will be set up at any workplace for staff whose first language is not English. The course is aimed at improving participants' communication with supervisors, co-workers and clients. It may include how to give instructions, how to ask for an explanation, how to relay problems to supervisors, etc. The policies and practices of the organization will also be introduced and, in order to improve communications between the different cultural groups, intercultural communication will be covered.

For more information about these courses, please call 362-8522.

Certificate in Liberal Studies

Grasp the inner workings of the human mind, the complexities of our changing society or the riddles and answers of philosophy with our Certificate in Liberal Studies. Choose from courses in psychology, sociology, philosophy, ethics and women's studies. Discuss with psychologists, sociologists, philosophers and financial advisors the perplexing issues that face us as individuals and as a society. People working toward this certificate may include courses in communications, creative writing or French among their Liberal Studies options. After the satisfactory completion of each course, students will receive a certificate of competence, and on completion of six courses may apply for a certificate in Liberal Studies. These courses may be used to fulfill elective requirements in the General Arts and Science Diploma Program. For more information, please phone 967-1212, ext. 3377.

Psychology — An Introduction

This course looks at the "why" of human behaviour. It offers the student an introduction to personality theories and therapies. Human experience in terms of sensation, perception and states of consciousness is covered. Other dimensions of behaviour included are motivation and emotion, learning and thinking, sex roles, and attitudes. Instructor: Neil McGrenaghan.
Tues. and Thurs. 6 to 9 p.m. St. James Campus
42 hours Fee: $63.00
May 9 to June 22 • **PSY 907**

Interpersonal Relations

Prerequisite: PSY 907 or equivalent.
The focus of this course is on increased self-knowledge and understanding of selected practical issues in interpersonal psychology. Topics to be covered include assertiveness, aloneness/loneliness, sexuality, anxiety, death and dying, pairing, lifestyle and parenting.
Instructor: Anita Teslak
Tues. and Thurs. 6 to 9 p.m.
St. James Campus
42 hours Fee: $63.00
May 9 to June 22 • **PSY 162X**

Psychology in the Workplace

In this course, basic principles of psychology are applied to the work setting. Topics discussed include personality and work, the motivation to work, working in groups, social skills and work, working in organizations, work in different cultures and job satisfaction. Instructor: Ralston Walters
Tues. and Thurs. 6 to 9 p.m.
St. James Campus
42 hours Fee: $63.00
May 9 to June 22 • **PSY 908**

Human Resources Management

Prerequisite: PSY 908 or equivalent
The course focuses on the managerial functions of planning, organizing, motivating, and evaluation of human resources in various organizations. Topics include corporate culture, leadership, performance, career development, group dynamics, and planning and implementing change.
Instructor: Ralston Walters
Mon. and Wed. 6 to 9 p.m.
St. James Campus
42 hours Fee: $63.00
May 8 to June 26 • **PSY 211X**

Sociology

Introductory Sociology

Prerequisite: Grade 12 or mature student status. This course introduces students to the sociological perspective and uses it to explore the nature of modern industrial society, with an emphasis on Canada. The course examines the basic problems of social order and social change in terms of such topic areas as the changing family, bureaucratic organization, class structure, culture within mass society, deviance and social control.
Tues. and Thurs. 6:30 to 9:30 p.m.
St. James Campus
45 hours Fee: $67.50
May 9 to June 27 • **SOC 101X**

Philosophy

Introductory Philosophy

This course serves as an introduction to philosophy. Its main focus is on theories of human nature. The ideas of Plato, Sartre, Marx, Locke, Mill, Dewey, Freud, and others are analyzed, discussed, and evaluated. Also covered in this course are social philosophy, ethics, aesthetics, epistemology, and the philosophy of religion.
Instructor: Joe Fardella.
Mon. and Wed. 6 to 9 p.m. St. James Campus
42 hours Fee: $63.00
May 8 to June 26 • **ELS 922**

Ethics and the Modern Mind

An introduction to moral philosophy, this course examines how philosophy helps us understand and deal with disagreement and conflict in moral and social issues. Contemporary moral positions will be outlined and discussed. Such issues as medical ethics, business ethics, disputes between environmentalists and industry, genetic engineering, the morality of different life styles, and relevant questions about human nature will be considered according to the interests of course participants.
Instructor: Maureen Ford.
Tues. and Thurs. 6:30 to 9:30 p.m. St. James Campus
42 hours Fee: $63.00
May 9 to June 22 • **ELS 911**

Understanding Dying and Death

Students examine and explore the various issues that comprise the dying and death process; cultural, religious and economic perspectives, palliative care in Canada, the similarities between the dying and grieving processes, funeral practices, the ethics related to living and dying, the effects of specific illnesses on the person dying and on the family, and the concept of individuality in dying. Students acquire an understanding of these concepts and will be able to apply practical communication skills when they deal with people who are dying or grieving.
Instructors: Tom Malcomson and Harry Van Bommel, author of *Choices*.
Tues. and Thurs. 6 to 9 p.m. St. James Campus
42 hours Fee: $63.00
May 9 to June 22 • **SOC 903**

Of Interest To Women

Personal Money Management for Women

This course is for anyone who wishes to take charge of her own finances but is confused about how to start. Students are given tools to analyze their present financial situation and a step-by-step approach for building a secure future — even if they have only a little money with which to begin. Students gain hands-on experience with record keeping and planning. Investment tools such as real estate, mutual funds, stocks and bonds, as well as myths about money, are discussed.
Instructor: Deborah Read
Mon. and Wed. 6:30 to 9:30 p.m.
St. James Campus
42 hours Fee: $63.00
May 8 to June 26 • **ENG 914**

Women Writing

For course description, see page 19. • **ENG 923**

Images of Women in Film and Literature

As the concept of woman changes, it is important to both men and women to examine the choices, problems and challenges that have faced and are facing women. In this course, participants consider works by and about women and think about a wide range of female characters as they are shown in literature and films. From an examination of theme, character development, plot, writing style and literary devices, participants come to a better understanding of women in literature and of their image as portrayed in film.
Instructor: Kathy Casey
Mon. 2 to 5 p.m. Casa Loma Campus
42 hours Fee: $63.00 Seniors $5.00
April 10 to June 26 • **ENG 915**

A Workshop for Women: Your Business Matters

For course description, see page 19. • **ENG 800**

Mathematics & Science

For more information about Mathematics and Science courses, please call 967-1212, ext. 2481.

Mathematics I

The fundamental concepts and operations of arithmetic and algebra are introduced. Further topics covered include: functions and graphs, trigonometric functions, linear equations, algebraic factoring, fractions, quadratic equations, oblique triangles, systems of linear equations, exponents and radicals.
Tues. and Thurs. 7 to 10 p.m.
Casa Loma Campus
90 hours Fee: $135.00
May 9 to August 17 • **MATH 100X**

Mathematics II

Prerequisite: MATH 100X — Mathematics I or equivalent.
Subjects include: binomial theorem, trigonometry, analytic geometry, differential calculus and integral calculus.
Tues. and Thurs. 7 to 10 p.m.
Casa Loma Campus
90 hours Fee: $135.00
May 9 to August 17 • **MATH 200X**

Trade Calculations

A study of whole numbers, fractions, decimals and percentages as applied to trade problems. Other subjects include: square root calculations, the Pythagorean theorem, solutions of triangles; calculations involving circles, triangles, compound areas and volumes, manipulation of trade formulae, plane geometry applied to trade problems, mensuration, graphs, charts and trade estimating, ratio, proportion and variation.
Tues. and Thurs. 7 to 10 p.m.
Casa Loma Campus
90 hours Fee: $135.00
May 9 to August 17 • **MATH 605**

Medical Terminology I

An introduction to the terminology of the normal structure and functions of the various body systems as well as that of disease states. Students are also given an overview of hospital charting practices including pertinent abbreviations.
Tues. 6:30 to 9:30 p.m.
Casa Loma Campus
30 hours Fee $45.00
April 18 to June 21 • **ANAT 100X**

Physics

Physics I

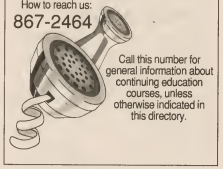
Prerequisite: MATH 100X — Mathematics I (prior to or concurrent with Physics I).
This course covers the following topics: S.I. units, accuracy and error, properties of matter, work, energy and power, hydrostatic pressure, hydrostatic forces, Pascal's Law, Archimedes' Principle, earth pressures, viscosity, fluid flow, Bernoulli's Equation, heat and temperature, expansion of solids, liquids and gases, calorimetry, heat transfer, optics, illumination, wave motion, sound and acoustics.
Mon. and Wed. 7 to 10 p.m.
Casa Loma Campus
60 hours Fee: $90.00
May 8 to July 17 • **PHY 100X**

Mechanics I

Prerequisite: MATH 100X — Mathematics I or equivalent (prior to or concurrent with Mechanics I).
The basic principles of both statics and dynamics are covered along with the following topics:
Statics — co-planar, parallel and concurrent force systems, friction, centroids and centres of gravity and second moments of areas. Dynamics — rectilinear motion, work, energy and power, impulse, momentum and impact.
Mon. and Wed.7 to 10 p.m.
Casa Loma Campus
60 hours Fee: $90.00
May 8 to July 17 • **MECH 100X**

Mechanics of Materials I

Prerequisite: MECH 100X — Mechanics I (prior to MECH 110X); MATH 200X — Mathematics II (prior to or concurrent with MECH 110X).
A discussion of mechanical properties and testing, including: unit stress and strain; beam type members — statically determinate, thin cylinders and joints, resilience, torsion and combined stresses.
Mon. and Wed.7 to 10 p.m.
Casa Loma Campus
60 hours Fee: $90.00
May 8 to July 17 • **MECH 110X**


How to reach us:
867-2464
Call this number for general information about continuing education courses, unless otherwise indicated in this directory.

English as a Second Language

Learning to Read and Write in English

A course in basic English designed for non-native speakers with a limited knowledge of the language. This course prepares students for the basic English courses by teaching them required reading and writing skills, including alphabet work and spelling.
Mon. and Wed. 7 to 9 p.m.
Kensington Campus
50 hours Fee: $75.00
Registration: May 1 to 4, 5 to 6:30 p.m.
Dates: May 15 to August 16 • **LT 921**

Pre-Intermediate English

A course for English as a second language students who have a limited ability in English. The focus is on grammar but includes listening comprehension, pronunciation and possibly some work in our language laboratory. Successful completion of the course allows the student to proceed to more advanced courses.
Mon. and Wed. or Tues. and Thurs. 7 to 9 p.m.
Kensington Campus
50 hours Fee: $89.00
Registration: May 1 to 4, 5 to 6:30 p.m.
Dates: May 15 or 16 to August 16 or 8 • **LT 813**

Intermediate English

For students who already know some English, this course emphasizes grammar but also deals with speaking, writing and listening comprehension. There may be some work in the language laboratory to improve pronunciation. Successful completion of this course qualifies the student for Advanced English.
Mon. and Wed. or Tues. and Thurs. 7 to 9 p.m.
Kensington Campus
50 hours Fee: $89.00
Registration: May 1 to 4, 5 to 6:30 p.m.
Dates: May 15 or 16 to August 16 or 8 • **LT 812**

Advanced English for E.S.L.

For students who have learned to speak and write basic English, this course further develops conversational skills, grammar and reading comprehension.
Mon. and Wed. or Tues. and Thurs. 7 to 9 p.m.
Kensington Campus
50 hours Fee: $89.00
Registration: May 1 to 4, 5 to 6:30 p.m.
Dates: May 15 or 16 to August 16 or 8 • **LT 803**

Conversational English for New Canadians

Designed for high intermediate and advanced students, this course develops fluency in conversational English. Since there is no formal instruction in grammar, students with grammar problems should register in Pre-Intermediate ESL (LT 813) or Intermediate
Mon. and Wed. 7 to 9 p.m.
Kensington Campus
40 hours Fee: $78.00
Registration: May 1 to 4, 5 to 6:30 p.m.
Dates: May 15 to July 26 • **LT 818**

Writing for Advanced Students of English as a Second Language

For the high intermediate or advanced student who wants to learn to write more clearly. Instruction focuses on helping students with their individual writing problems.
Mon. 7 to 9:30 p.m.
Kensington Campus
25 hours Fee: $53.00
Registration: May 1 to 4, 5 to 6:30 p.m.
Dates: May 15 to July 31 • **LT 819**

Language Test Preparation

This course helps prepare intermediate and advanced ESL students to write tests of language proficiency such as the Michigan Test or the TOEFL (Test of English as a Foreign Language). Topics studied in-depth include: listening, reading comprehension, writing, grammar and vocabulary.
Mon. and Wed. 7 to 9 p.m.
Kensington Campus
50 hours Fee: $75.00
Registration: May 1 to 4, 5 to 6:30 p.m.
Dates: May 15 to August 16 • **LT 916**

English Pronunciation Part I

A short course on developing speech production for intermediate or advanced ESL students. Students use the language laboratory and there will be no formal instruction in grammar.
Tues. 7 to 9 p.m. Kensington Campus
20 hours Fee: $30.00
Registration: May 1 to 4, 5 to 6:30 p.m.
Dates: May 16 to July 18 • **LT 917**

English Pronunciation Part II

Prerequisite: LT 917 or previous study in phonology.
Emphasis is on refining English speech production for students who have completed LT 917 or studied some phonology in another course. The course also offers further study in transcription, sounds, stress and intonation.
Tues. 7 to 9 p.m. Kensington Campus
20 hours Fee: $30.00
Registration: May 1 to 4, 5 to 6:30 p.m.
Dates: May 16 to July 18 • **LT 919**

French Immersion Programs in Québec – Summer '89

George Brown College will offer two French Language Immersion programs in the Province of Québec next summer. The programs will take place in La Pocatière, a town with a population of 6,000 located on the south shore of the St. Lawrence River, 130 kms east of Québec City.

One of our programs is a six-week course including classroom instruction, workshops, socio-cultural activities and excursions. We teach all levels, from beginners to advanced. Students must be 18 years old by the beginning of the program.

The second program is a four-week course designed for teachers of FSL and adults in general who have attained a strong intermediate level of fluency in French. A limited number of families can also be accepted in the program. We offer conversational classes, socio-cultural and instructional workshops as well as activities and excursions. Basic French courses will also be offered for participants' spouses. An activity program for children between 4 and 12 years of age will be offered independently at the La Pocatière playground.

For further information, please phone the French Centre at 967-1212, ext. 4388.

Language Teaching

A Practical Course in Teaching English as a Second Language to Adults

Prerequisite: Applicants should be native speakers of English with demonstrable expertise in the Canadian dialect. An exception could be made if a non-native speaker were judged to have equivalent fluency. Preference is given to those involved in, or those who have a future commitment to the field.
Course Content: The course is divided into two major sections: 110 lecture hours on Monday and Wednesday evenings, and a two-part practicum during the day. Lectures cover theoretical and practical topics in Linguistics and Teaching English as a Second Language (TESL). The majority of lecture hours are devoted to general ESL methodology and the discrete language skills of listening, speaking (including pronunciation), reading and writing. In addition, a substantial number of hours are spent studying phonetics, phonology, grammar, language testing, psycho-linguistics and sociolinguistics.
The first segment of the practicum (10 hours, September to December) comprises lesson observation. The second segment (20 hours, January to April) comprises practice teaching under the guidance of experienced ESL teachers. Enrolment is limited. To obtain an application form please contact Sophie Pandi at 967-1212, ext. 4268.
Fee: $175.00
Registration deadline: May 31, 1989
Start: September 18, 1989 • **LT 912**

French

George Brown offers a comprehensive selection of French courses to suit everyone from beginners learning their first few phrases to fluent speakers who want to perfect their professional vocabularies. The core of George Brown's French offerings is made up of second-language conversation courses. In these courses, students learn to speak and understand French in a relaxed and lively atmosphere. The Centre uses up-to-date teaching methods that emphasize authenticity, students' participation, pronunciation, listening skills and role playing.
For more advanced students or Toronto francophones, the Centre offers a variety of French courses ranging from business French and microcomputer programming to cooking and drawing.
Some courses can be combined by intermediate and advanced students to earn a Certificate of Proficiency in French which is particularly useful to people who use French at work.

Certificate of Proficiency in French

Students must complete Speaking French Level 6 as well as four courses in French in order to graduate. Students exempted from all Speaking French courses must complete five courses in French.

Compulsory:

Speaking French — LT 804, LT 805, LT 828, LT 835 levels 3,4,5 and 6, or LT 932 levels 2A and 3A. Students placed at levels higher than 3 are granted equivalence status for the lower levels.
Grammaire française — LT 927
Culture et société franco-canadiennes — LT 824

Electives:

(two or three courses from this section):
Correction phonétique — LT 929
Le français langue des affaires — LT 928
Communication écrite I — LT 822
Communication écrite II — LT 926
Introduction à la traduction — LT 823
La programmation sur micro-ordinateur I — PRGM 925A
La programmation sur micro-ordinateur II — PRGM 935A
Note: Students enrolled in the certificate program must attend 80% of the classes and obtain a 'B' standing in order to proceed.

Interviews
New students of French as a second language must have a short placement interview during registration week. Times and places for interviews are indicated after each course listed below. Returning students should register at least two weeks before the start of the courses.

Basic Level Courses
– Levels 1A - 1B and 2A - 2B
Students develop conversational skills that enable them to express themselves simply in various daily situations. Attention is also given to the structures of the language and pronunciation. In level 2, students are encouraged to express opinions, relate events and tell stories. Rudiments of past and future tenses are also studied.

Intermediate Level Courses
– Levels 3 and 4
Students learn to express themselves more correctly and precisely. A lot of class work is based on the interests and occupations of the students. They are urged to discuss topics of personal interest, happenings in their lives and current events.

Advanced Level Courses
– Levels 5 and 6
At this level, students can convey their message in almost every situation as they refine their skills in expressing doubt, insistence, feelings, necessity, etc. Idiomatic usage and the finer points of grammar are dealt with and students are challenged to defend opinions and ideas. They are encouraged to take advantage of francophone activities in Toronto.

Speaking French (all levels)

Mon. or Wed. 6:15 to 9:15 p.m.
St. James Campus (200 King Street East – east of Jarvis)
42 hours Fee: $63.00
May 1 or 3 to August 21 or 2 • **LT 805**
Placement interviews: St. James Campus, Room 429
April 17 to 21, 5 to 6:30 p.m.

Speaking French: Saturdays (basic levels)

Sat. 9:30 a.m. to 12:30 p.m.
Kensington Campus
42 hours Fee: $63.00
May 6 to August 12 • **LT 835**
Placement Interviews: Kensington Campus, Room 1106, Building 1
April 24 to 27, 5 to 6:30 p.m.

Speaking French: Saturdays (Intermediate levels)

Sat. 9:30 a.m. to 12:30 p.m.
Kensington Campus
42 hours Fee: $63.00
May 6 to August 12 • **LT 930**
Placement Interviews: Kensington Campus. Room 1106, Building 1
April 24 to 27, 5 to 6:30 p.m.

Conversational French — Intensive (all levels)

Placement interviews for Conversational French — Intensive classes will take place on the following dates: April 24 to 27, from 5 to 6:30 p.m., Room 1106, Building 1, Kensington Campus.
Tues. and Thurs. 6:15 to 9:15 p.m.
Kensington Campus
42 hours Fee: $63.00
May 9 to June 22 or July 4 to August 17
• **LT 828**
NOTE: Students who plan to take the second session of LT 828 should phone for an interview at 967-1212, ext. 4388 at least two weeks before classes start.

Cours en français

Pour vous inscrire aux cours suivants complétez la formule à la fin de ce répertoire et postez-la ou, allez directement au bureau d'inscription sur le campus où le cours a lieu. Inscrivez-vous le plus tôt possible pour être sûr(e) d'avoir une place. Veuillez téléphoner au département de français pour de plus amples renseignements: 967-1212, poste 4388.

Vivre en français à Toronto

Ce cours permet aux étudiants de pratiquer le français par des sorties culturelles, des entretiens avec des Francophones travaillant à Toronto et par l'exploitation des ressources francophones de Toronto. Les apprenants participent activement à la préparation du programme et des sorties.
jeudi 19h-22h Campus St-James
36 heures Coût: 60,00$
du 11 mai au 27 juillet • **LT 925**

Grammaire française pour non-francophones

Prérequis: Niveau 5 ou équivalent.
Ce cours est destiné aux étudiants de niveau avancé désireux d'améliorer leur grammaire orale et écrite, afin de pouvoir mieux communiquer en français. Tout en présentant les principales règles de grammaire par le biais d'exercices structuraux traditionnels, le cours encourage l'étudiant à constamment réappliquer ces règles de façon personnelle en rédigeant des lettres, des compositions, etc. et en faisant divers types de présentations orales. Au besoin, on fait également appel à la grammaire comparée du français et de l'anglais et on étudie des textes en français bien écrit. Le cours se donne entièrement en français.
mercredi 18h15-21h15 Campus Kensington
42 heures Coût: 63.00$
du 10 mai au 9 août • **LT 927**

Introduction à la traduction

Ce cours initie les apprenants bilingues aux techniques nouvelles de la traduction et leur donne l'occasion de développer une approche pratique dans différents domaines. La traduction se fera de l'anglais vers le français des textes tirés de domaines variés (littérature, sciences, publicité, etc.)
mercredi 18h15-21h15 Campus Kensington
42 heures Coût: 63.00$
du 10 mai au 9 août • **LT 823**

Three Week French Intensive Program

The principal aim of this three-week intensive full-day program is to develop conversational skills in a more rapidly-paced time period. All students must arrange a placement interview at least two weeks before July 10, 1989, to ensure that they start at the appropriate level. Please call the French Centre at 967-1212, ext. 4388.

Three Week — French Intensive Program — Beginner I

The basic elements of French including grammar, simple conversation and pronunciation. Students practise their conversational skills in the language laboratory. Emphasis is on conversational practice for everyday use.
Mon to Fri. 9 a.m. to 4 p.m.
Kensington Campus
90 hours Fee: $135.00 • **LT 932-1A**
July 10 to July 28 or July 31 to August 21

Three Week — French Intensive Program — Beginner II

Prerequisite: An oral placement interview.
Further practise in conversation and aural comprehension, consolidating and correcting basic skills. Students learn to give instructions, express opinions and tell simple stories. The language laboratory is used to practise conversational skills.
Mon to Fri. 9 a.m. to 4 p.m.
Kensington Campus
90 hours Fee: $135.00 • **LT 932-1B**
July 10 to July 28 or July 31 to August 21

Three Week — French Intensive Program — Intermediate

Prerequisite: An oral placement interview.
Further development of conversational French with a consolidation of grammar and pronunciation. Topics covered include: idioms, past and future tenses, adverbs. Advanced practise in conversation and aural comprehension including how to describe people, objects and events in detailed statements, make comparisons and express opinions.
Mon to Fri. 9 a.m. to 4 p.m.
Kensington Campus
90 hours Fee: $135.00 • **LT 932-2A**
July 10 to July 28 or July 31 to August 21

Three Week — French Intensive Program — Advanced

Prerequisite: An oral placement interview.
Intensive practise in conversation, improvement of oral/aural skills. Further study of grammar and idiomatic expressions, as well as reading and pronunciation. Students discuss current events and learn to defend their points of view.
Mon to Fri. 9 a.m. to 4 p.m.
Kensington Campus
90 hours Fee: $135.00 • **LT 932-3A**
July 10 to July 28 or July 31 to August 21

Certificat en Enseignement du Français Langue Seconde aux Adultes

Le Centre Français offre, à temps partiel, un Certificat en enseignement du français langue seconde aux adultes.
Ce certificat est conçu à l'intention des francophones qui désirent travailler dans ce domaine. Les candidatures de non-francophones ayant un niveau très avancé en français pourront être considérées.
La première partie du Certificat débutera le 11 septembre 1989 pour se terminer le 12 décembre 1989. La deuxième partie commencera le 23 janvier 1990 et se terminera le 22 mars 1990.
Les cours offerts sont:
– Micro-enseignement
– Psychologie de l'apprenant adulte
– Didactique des méthodes d'enseignement en français langue seconde et création de matériel
– Didactique de la grammaire
– Didactique de la linguistique et de la prononciation en classe de français langue seconde
– Test et évaluation en enseignement du français langue seconde
– 10 heures de stage (observation)
– 30 heures de stage (enseignement)

Entrevues
Tout candidat devra se soumettre à un examen oral avant d'être accepté au Certificat. Les entrevues auront lieu au Campus Kensington.

Evaluation et Obtention du Certificat
Chaque étudiant devra remettre pour chacun des cours complétés, des travaux évaluant son apprentissage, participer à un minimum de 80% du cours et réussir les examens afin d'accéder au cours suivant. La note de passage pour chacun des cours est de 60%. Un certificat en enseignement du français langue seconde aux adultes sera décerné aux candidats ayant rempli toutes les exigences énumérées çi-haut.

Veuillez téléphoner au département de français pour de plus amples renseignements: 967-1212, poste 4388.

Italian

Italian Language and Heritage

Basic – **LT 806A**
Intermediate – **LT 806B**
Advanced – **LT 806C**
Develop both speaking and writing skills while learning about Italian culture.
Mon. and Wed. 7 to 9 p.m.
Kensington Campus
50 hours Fee: $89.00
Registration: May 1 to 4
Dates: May 15 to August 16

Spanish

Spanish Language and Heritage

Basic – **LT 808A**
Intermediate – **LT 808B**
Advanced – **LT 808C**
Develop both speaking and writing skills while learning about Spanish culture, particularly the cultures of the Spanish-speaking countries in South America.
Mon. and Wed. 7 to 9 p.m.
Kensington Campus
50 hours Fee: $89.00
Registration: May 1 to 4
Dates: May 15 to August 16

German

German Language

This course develops students' language skills according to their individual competence in German.
Mon. and Wed. 7 to 9 p.m.
Kensington Campus
50 hours Fee: $89.00
Registration: May 1 to 4
Dates: May 15 to August 16 • **LT 817**

Chinese (Mandarin)

Chinese Language (Mandarin)

Develop both speaking and writing ability while learning about Chinese culture.
Mon. and Wed. 7 to 9 p.m.
Kensington Campus
50 hours Fee: $89.00
Registration: May 1 to 4
Dates: May 15 to August 16 • **LT 825**

George Brown College in co-operation with the Chinese Information and Community Services and the Sing Tao Newpaper presents:

Practical Translation in the Chinese and English Languages: An Introduction

Prerequisite: A satisfactory level of writing competence in both Chinese and English. The aim of this course is to train Chinese/English interpreters/translators for employment in law courts, hospitals, and business and industry in Ontario. The topics covered include: the history and theory of translation, reference books used and translation of terms and idioms. The course provides practice in the skills of both oral and written translation. In written translation students are trained to translate different varieties of writing and become skilled in different methods and techniques of translation. The oral translation students become adept at translating from English to Chinese and vice versa. Various uses of language are included in order to train students to handle English and Chinese in different situations and to lay
Mon. 7 to 10 p.m. Kensington Campus
42 hours Fee: $63.00
May 8 to August 28 • **LT 941**

Arabic

Standard Arabic for Beginners

Gain a basic knowledge of modern standard Arabic as it is used throughout the Arab world. Emphasis is placed on conversational skills and discussing contemporary Arab values. Class activities are relevant to those doing business with the Arab world.
Mon. and Wed. 7 to 9 p.m.
Kensington Campus
50 hours Fee: $75.00
Registration: May 1 to 4
Dates: May 15 to August 16 • **LT 918**

Portuguese

Basic Portuguese

This course aims at the development of facility in both speaking and writing. Language instruction is given in contexts that reflect the most notable features of Portuguese culture.
Mon. and Wed. 7 to 9 p.m.
Kensington Campus
50 hours Fee: $89.00
Registration: May 1 to 4
Dates: May 15 to August 16 • **LT 840**

Sign Language

Introduction to Sign Language

Introduces students to basic American Sign Language structure and vocabulary through a communicative or direct experience method. The focus is on achieving survival level expressive skills and the development of strong receptive skills. Students must purchase a textbook.
Instructors: Brian Hunter and Darryl Ominika.
Mon. 6 to 8 p.m. or 8 to 10 p.m.
Casa Loma Campus
24 hours Fee: $36.00
April 24 to July 24 • **CES 900**

Sign Language — Level II

Prerequisite: Introduction to Sign Language — CES 900 or equivalent.
Students learn more structures, grammatical features and vocabulary based on material learned in the Level I class. Both receptive and expressive skills are emphasized using a conversational method in class. The same text as Level I is used.
Instructor: Brian Hunter.
Tues. 6 to 8 p.m. Casa Loma Campus
24 hours Fee: $36.00
April 25 to July 11 • **CES 901**

Sign Language – Level III

Prerequisite: Sign Language – Level II
Students further develop sentence analysis, facial adverbs and idiom usage. Classes are held without voice to ensure students exercise their expressive and receptive skills as much as possible. The same text book as in Level I and II is used.
Instructor: Darrell Ominika
Wednesday 6 to 8 p.m.
Casa Loma Campus
24 hours Fee: $36.00
April 26 to July 12 • **CES 905**

Certificate Programs

George Brown's Business Division offers many certificate programs for part-time students. These programs comprise a number of compulsory subjects as well as one or more electives.
Certificate programs are available in:
- Accelerated Accounting* (Fall & Winter only)
- Accounting*
- Bookkeeping Systems
- Business Management
- Records Management
- Secretarial Practice
- Marketing
- Paperwork Simplification
- Business Procedures Analyst (Fall & Winter semesters)
- Archival Practices (Fall & Winter semesters)
- Canadian Credit Union Institute Fellows Program (CCUI)
- Business Management Studies (OMDP)
- Supervisory Studies (OMDP)
- Physical Distribution
- Office Administrator
- Medical Secretarial
- Purchasing Management Association of Canada
- The Institute of Law Clerks of Ontario
- The Association of Municipal Clerks and Treasurers of Ontario
- Microcomputer Studies
- Legal Secretarial
- Professional Retailing

For all certificate programs, Grade 12 English is required. Second language students and/or mature students not having Grade 12 will be required to pass an English test. Phone 867-2162 to arrange for an English evaluation.
*Students enrolled in the "Part-time Certificate Programs in Accounting" and Accelerated Accounting must obtain a "B" standing in each course to proceed.

Accelerated Accounting Certificate Program

This program allows students to complete accounting courses on a part-time basis during the day. The courses completed as part of the program can be used as credits towards:

1. Accelerated Accounting Certificate

2. Business Administration Department
- Diploma in Business – Accounting
- Diploma in Business Administration – Accounting

3. Business Continuing Education Department
- Certificate Program in Accounting

4. Society of Management Accountants
- C.M.A. Designation

5. Certified General Accountants Association
- C.G.A. Designation

This program is a joint offering by the Department of Business, Accounting Program and the Business Continuing Education Department of the School of Business. For further information, contact the St. James Campus, Program Office, at 200 King Street East. Telephone: 967-1212, ext. 3351.

12 courses: 8 compulsory, 4 electives
Subjects are offered Fall and Winter only.
NOTE:To qualify for exemption from any subject, please call Program Co-ordinator, D. Fleming, at 967-1212, ext. 3351.

Compulsory:
Financial Accounting I – ACC 901 – (Equivalent to ACC 100X & ACC 101X)
Financial Accounting II – ACC 902 – (Equivalent to ACC 200X)
Management Accounting I – ACC 903 – (Equivalent to ACC 202X & ACC 204X)
Management Information Systems I – MIS 901
Management Information Systems II – MIS 902
Financial Management I – MGMT 901
Organizational Behaviour I – ORGB 901
Economics – EC 901

Electives:
Choose 2 from Group A and 2 from Group B.

Group A
– Choose 2 of:
Financial Accounting III – ACC 904
Management Accounting II – ACC 905
Management Information Systems III – MIS 903
Financial Management II – MGMT 902
Organization Behaviour II – ORGB 902
Auditing I – AUDT 901
Auditing II – AUDT 902
Tax – TAX 901

Group B
(Choose 2, one of which must be a Business Communications course)
Business Communications I – COMM 904
Business Communications II – COMM 905
Business Communications III – COMM 906
Business Communications IV – COMM 907
Business Law – LAW 901
Business Statistics I – MATH 901
Business Statistics II – MATH 902

NOTE: Students enrolled in the part-time Certificate Accounting program must obtain a "B" standing in each accounting course in order to proceed.

Certificate Program in Accounting

This program gives students a thorough knowledge of the main aspects of accounting. It is of interest to someone already working in a junior position in the field or anyone interested in a general career in business administration.
Entrance requirement: Secondary School Graduation Diploma or equivalent standing.
Applicants with a lower level of formal education are considered if they have related business experience.Students are expected to complete the program within a maximum of three years.
Students may apply for credits for related subjects taken at other community colleges or similar institutions.

6 Courses: 4 compulsory, 2 electives

Compulsory:
Accounting I – ACC 100X
Accounting II – ACC 101X
Cost Accounting – ACC 202X
Economics (Fall & Winter only) – EC 903

Electives:
Business Management I – BUS 900A
Business Management II – BUS 900B
Bare Essentials – ENG 933
Ontario Business Law I – OMDP 902A
Ontario Business Law II (Winter only) – OMDP 902B
Introduction to Business Computing – EDP 100X

Certificate Program in Bookkeeping Systems

This is a new program designed to meet the needs of students and employers. Emphasis is placed on training bookkeepers who will become skilled in handling bookkeeping systems, both manual and computerized. Successful completion of the program will provide students with the skills which will be readily marketable to a large number of firms in industry.

Compulsory:
Bookkeeping I –BOK 552XA
Bookkeeping II –BOK 552XB
Computer Applications for Bookkeepers – BOK 902
Wordperfect Applications for Bookkeepers –BOK 901
ENG 933 – Bare Essentials is a required compulsory subject for students who have not attained a Grade 12 Certificate in English. A "B" standing must be achieved in this subject in order to qualify for the Certificate.

Certificate Program in Business Management

This program is designed to develop the managerial skills of potential managers and those currently working as junior managers. Entrance requirements: Secondary School Graduation Diploma or equivalent standing. Applicants with a lower level of formal education are considered if they have related business experience. Students are expected to complete the program within a maximum of three years.
Students may apply for credits for related subjects taken at other community colleges or similar institutions.

6 Courses: 4 compulsory, 2 electives

Compulsory:
BUS 900A – Business Management I
BUS 900B – Business Management II
MARK 100X – Marketing
ACC 100X – Accounting I

Electives:
EDP 100X – Introduction to Business Computing
ACC 101X – Accounting II
ACC 202X – Cost Accounting I
ENG 933 – Bare Essentials
OMDP 902A – Ontario Business Law I
OMDP 902B – Ontario Business Law II (Winter only)
OMDP 907 – Effective Supervision – Human Relations
EC 903 – Economics (Fall & Winter only).

Certificate Program for the Office Administrator

This program is designed to meet the changing needs of today's office in business, the professions and government. Entrance requirements: Secondary School Graduation Diploma or equivalent standing. Applicants with a lower level of formal education are considered if they have related business experience.
Students are expected to complete the program within a maximum of three years. Students may apply for credits for related subjects taken at other community colleges or similar institutions.
Prerequisites:Grade 12 English Typing 45 wpm. Proof to be supplied upon registration

Compulsory:
Bookkeeping I – BOK 552XA
Word Processing II – WORD 800
Office Procedures – OP 900
Dicta/Transcription/Proofreading – DIC 900
Students are required to take a total of 2 electives.

Electives:

Group A
Choose one:
Effective Supervision Human Relations – OMDP 907
Records and Information Management I – RM 900A
Word Processing – Advanced – WORD 801
Effective Communication in Today's Business World – OMDP 954

Group B
Choose one:
Supervisor – Training and Developing Staff – OMDP 955
Supervisor – Managing Resources – OMDP 957
People Management: Tools and Techniques – OMDP 906

Certificate Program in Secretarial Practice

Prepares students for a career in the stenographic/secretarial field and refreshes old skills for those returning to office work. Entrance requirements: Secondary School Graduation Diploma or equivalent standing. Applicants with a lower level of formal education are considered if they have related business experience.
Students are expected to complete the program within a maximum of three years. Students may apply for credits for related subjects taken at other community colleges or similar institutions.

6 Courses: 5 compulsory, 1 elective

Compulsory:
Advanced Typing – TYP 905
Word Processing I – WORD 201X
Office Procedures – OP 900
Dictation/Transcription/ Proofreading – DIC 900
Bare Essentials – ENG 933

Electives:
Forkner Shorthand – SH 104X
Intermediate Wordprocessing – WORD 800
Introduction to Business Computing – EDP 100X
Bookkeeping I – BOK 552XA
Records and Information Management I – RM 900A
Records and Information Management II – RM 901A
Or choose a maximum of two other related Business Division offerings.

Certificate Program in Medical Secretarial

This program provides the student with specialized skills required for working in a medical office.
Entrance requirements; Secondary School Diploma or equivalent standing. Applicants with a lower level of formal education are considered if they have related business experience.

Students are expected to complete the program within a maximum of three years. Students may apply for credits for related subjects taken at other community colleges or similar institutions. Prerequisites: Grade 12 English, 45 wpm typing.

7 courses: 6 compulsory, 1 elective

Compulsory:

6 courses
Medical Office Practice I – Fall only – BUS 176X
*Medical Office Practice II – Winter only – BUS 192X
Machine Transcription I – Fall only - BUS 166X
Machine Transcription II – Winter only – BUS 170X
Medical Terminology I – Fall only – BUS 171X
Medical Terminology II – Winter only – BUS 175X

Elective:

Word Processing I – WORD 201X

Students who have previously successfully completed the former Medical Office Practice prior to 1987 will be granted exemption for Medical Office Practice II if taken at George Brown College.

George Brown College in Cooperation with The Institute of Law Clerks of Ontario

The Ministry of Skills Development in its Training Profile (1986) for the Law Clerk defines "law clerk" as: "...a trained specialist, capable of doing independent legal work, which may include managerial duties, under the direction and guidance of a Barrister and Solicitor, of routine legal and administrative matters and to assist him in the more complex ones." The program is comprised of four courses offered over two years. In year one, you are exposed to the areas of real estate and estates. In year two you are exposed to litigation and corporate law.Students have the opportunity of writing a province-wide exam set and marked under the supervision of the Institute of Law Clerks of Ontario. Successful completion of the Institute's four exams is a necessary requirement for associate level membership within the Institute and such completion is a universally accepted standard of achievement within the legal profession, as is membership in the Institute.

4 courses:
Real Estate – Fall only – LAW 804
Litigation – Fall only – LAW 802
Estates – Winter only – LAW 803
Corporate – Winter only – LAW 801

Certificate in Records Management

This program, offered in cooperation with the Toronto Chapter of the Association of Records Managers and Administrators, will be of interest to all people who are currently involved in the management of business communications, EDP records, files, forms and reports, records systems and procedures, retention, protection and disposal of vital records. Persons aspiring to management positions in these areas should find this program particularly helpful.

6 Courses: 4 compulsory, 2 electives

Compulsory:

RM 900A – Records and Information Management I
RM 901 – Records and Information Management II
PRGM 997 – Intro to dBase III
MICR 900 – Microfilm for your Business

Electives:

Choose one subject each from two of the following groups:
Archives:
BUS 800 – Introduction to Archival Practices
BUS 801 – The Administration of Archives
Forms:
RM 902 – Forms Management RMIII
FORM 900 – Procedural Analysis
FORM 901 – Forms Design Manuals:
Manuals:
RM 903 – Manuals Management

Trust Companies Institute

The Trust Companies Institute (TCI) is the educational arm of the Trust Companies Association of Canada, Inc. and provides business, technical and management programs to the Canadian Trust industry. The TCI requires that persons completing their Member (M.T.I.) accreditation programs meet a general education requirement.This requirement is met through holding of a university degree, community college business diploma or completion of 4 business subjects at a college or university (ie. Law, Accounting, Economics and Communications or Organizational Behaviour).

Individuals interested in Institute programs should contact the Institute for further details:

TRUST COMPANIES INSTITUTE
L'INSTITUT DES COMPAGNIES DE FIDUCIE
335 Bay Street, 7th Floor, Toronto, Ontario M5H 2R3

Telephone: (416) 364-1210

Certificate Program in Paperwork Simplification

The Forms and Manuals Management Association (FMMA) offers a certificate program in Paperwork Simplification.This certificate program benefits organizations by providing their employees with the technical and administrative expertise required to:
• develop, implement and manage a comprehensive Forms Management program;
• plan and conduct simple analysis projects for the purpose of simplifying paperflow;
• design forms that are efficient to use, economical to produce, and that enhance the organization's image.

3 Courses:
• Procedural Analysis (Fall and Winter only) – FORM 900
• Forms Design (Fall and Winter only) – FORM 901
• Forms Management (Fall and Winter only) – RM 902

Certificate Program – Business Procedures Analyst

The Business Procedures Analyst Certificate program is a continuation of the basic Paperwork Simplification Certificate program offered by the Forms and Manuals Management Association (FMMA).This advanced program, reflecting constantly and rapidly changing activities in the forms management field, will provide participants with:
• forms design expertise in all varieties of business forms;
• a basic understanding of the newest technologies relative to forms;
• the techniques for carrying to a successful conclusion the procedural analysis projects they learned to initiate and conduct in the basic program;
• the background for interfacing with manual or automated systems analysis projects;
• the documentation requirements and techniques of procedural analysis projects. This program, in combination with the basic program (which is a prerequisite), will give people involved in the management of forms, manuals, records and information flow in general some basic skills needed to carry out their activities more efficiently and cost effectively.

4 Courses:
• FORM 903 – Advanced Procedural Analysis (Fall only)
• FORM 902 – Advanced Forms Design (Winter only)
• RM 903 – Manuals Management (Fall and Winter only)
• *EDP 100X – Introduction to Business Computing
*Students may be granted recognition for the successful completion of an equivalent course at a recognized Community College or University.

Federal Business Development Bank Seminars

George Brown College in co-operation with the Federal Business Development Bank presents a Seminar Series at St. James Campus

Bookkeeping

Take the mystery out of bookkeeping and debits and credits. Learn about the entire bookkeeping cycle from recording original entries to preparing financial statements.
Saturday, May 6, 1989
– 9 a.m. to 4:30 p.m.
Fee: $105.00. Materials: $10.00 • **FBDB 703**

Business Ownership for Women

This seminar/workshop will provide women with an overview of all the aspects of opening their own business and preparing a business plan. Included in topics covered are market analysis, financing, legal considerations, and incorporation.
Saturday, May 13, 1989
– 9 a.m. to 4:30 p.m.
Fee: $105.00. Materials: $10.00 • **FBDB 702**

Time Management

Learn how to avoid time wasters and increase productivity, by setting goals and priorities. Get more done by working smarter not harder.
Saturday, May 13, 1989
– 9 a.m. to 12 noon.
Fee: $75.00. Materials: $10.00 • **FBDB 701**

Applications for such recognition must be submitted in writing together with a copy of transcript of marks to: Director of Education, Forms and Manuals Management Association, P.O. Box 5338, Station A, Toronto, Ontario M5W 1N6.

NOTE: Students may enrol in courses in any order, provided that the required prerequisites are met. Students must hold FMMA's Paperwork Simplification Certificate to be eligible to receive the Business Procedures Analyst Certificate.

Municipal Administration Program for Clerks, Treasurers and Other Municipal Administrative Staff

The fabric of our society is undergoing dramatic change. The youth culture, unemployment, the housing crisis, tax reform, urban sprawl, pollution, and population problems clamour for attention. To deal with these problems, local government needs to develop an ability to manage this change and plan for the future municipality. The Municipal Administration Program consists of four units, which are required to obtain the certificate. For further information, please contact: Association of Municipal Clerks and Treasurers of Ontario, 100 University Ave., Ste. 801, Toronto, Ontario. Tel: 593-1400

4 Courses:
• Introduction to Local Government – Fall only
• Municipal Administrative Structure – Fall only
• Municipal Financial Management – Winter only
• Management in the Municipality

C.G.A./S.M.A. Exemptions

The courses listed below have been granted exemptions by C.G.A. and S.M.A. as noted. An average grade of B is required to obtain exemptions. This Exemption Policy will apply as long as course content is acceptable to the associations.*

Our Course #	Accelerated Accounting	C.G.A. Program 80	S.M.A.
ACC 100X & 101X	ACC 901	Financial Accounting	Intro. Accounting
EC 903	EC 901	Economics 1 & 2	Economics
ACC 200X	ACC 902	Financial Accounting	Inter. Accounting I
ACC 203X	ACC 904	Financial Accounting	Inter. Accounting II
LAW 200X	LAW 901	—	Commercial Law
ACC 202X, 204X & 300	ACC 903 & 905	Management Accounting I	—

*For complete exemption details, contact the associations directly.

Certificate Program in Archival Practices

This program, sponsored by the Toronto Area Archivists Group, provides basic training in archival practices and administration for non-professional archival technicians. The course is of value to information and management professionals with archival responsibilities. Case studies and workshops are used to present practical examples of the theory taught in class. Local professionals lecture on their fields of expertise and give students valuable future contacts.Credit courses from this program are of interest to students in the part-time certificate in Records Management. This six-course certificate program consists of the following:

6 courses: 4 compulsory, 2 elective.

Compulsory:

Introduction to Archival Practices (Fall Only) – BUS 800
Records and Information Management I – RM 900A
The Administration of Archives (Winter Only) – BUS 801
The Care of Records (Conservation Techniques) (Fall Only) – BUS 833

Electives:

Introduction to dBase III – PRGM 997
Records and Information Management II – RM 901A
Forms Management – RM 902
Manuals Management (Fall and Winter only) – RM 903
Microfilm For Your Business (Fall and Winter only) – MICR 900
Procedural Analysis (Fall and Winter only) - FORM 900
Forms Design (Fall and Winter only) – FORM 901

Students are encouraged to select at least one computer-based elective. Management students are encouraged to include at least one Management Development elective.

Certificate Program in Marketing

Introduces beginners to the marketing side of business and upgrades the skills of those already employed in the field. Professionals benefit from a more rounded view of marketing and the courses may help them advance in their careers. Lectures from experienced professionals are combined with textbook studies and case analyses.

6 Courses: 4 compulsory, 2 electives
Most subjects are offered Fall & Winter only.

Compulsory:
Marketing (Fall, Winter, Spring) – MARK 100X
Marketing Management I – MARK 205X
Introduction to Advertising (Fall, Winter, Spring) – MARK 904
Introduction to Retail Management – MARK 905

Electives:
Marketing Research and Information Systems – MARK 202X
Industrial Marketing (Fall, Winter, Spring) – MARK 903
Marketing Law (Fall, Winter, Spring) – LAW 900
Consumer Behaviour – MARK 906
Retail Advertising Copy Writing – MARK 902
Product Planning and Pricing Policy – MARK 200X

Certificate Program in Physical Distribution

With the growth of international trade the efficient handling of raw materials, supplies, parts and products is becoming increasingly important. Distribution is recognized as one area which can make significant contributions to both market competitiveness and economic effectiveness. This program has been designed to address these areas.

6 Courses: 4 compulsory, 2 electives

Compulsory:
PD 100X – Introduction to Business Logistics (Fall and Winter only)
PD 103X – Warehousing Management I (Fall)
PD 203X – Traffic and Transportation Management I (Winter)
PD 105X – Inventory Control I (Winter)
*ENG 933 – Bare Essentials
(Fall, Winter, Spring)

Electives:
Choose two electives from either category A or B.

Group A
PD 204X – Industrial Purchasing (Fall)
PD 202X – Physical Distribution Systems - Management I (Spring)

Group B
PD 207X – Traffic & Transportation Management II (Spring)
PD 206X – Inventory Control II (Winter)

ENG 933 – Bare Essentials is a required compulsory subject for students who have not attained a Grade 12 Certificate in English. A "B" standing must be achieved in this subject in order to qualify for the Certificate.

Certificate Program in Microcomputer Studies

This program is designed for those starting without any microcomputer knowledge. Emphasis is on application systems for various business functions using modern productivity software.

Prerequisite for Course: Keyboarding I
(For course descriptions see Computer Section, pages 12 to 15).

7 Courses: 3 compulsory, 4 electives

Compulsory:
Computer Literacy – PRGM 993
Introduction to dBase III – PRGM 997
Introduction to Lotus 1-2-3 – BUS 813

Electives: – Group A
– choose 1
Wordperfect 4.2 – PGRM 909
Multimate – PRGM 906
Multimate Advantage – Intro. – WORD 901

Group B
– choose 2
MS-DOS and the Personal Computer – PRGM 908
Intermediate dBase III – PRGM 989
Introduction to ACCPAC General Ledger – ACC 800
Advanced Lotus 1-2-3 – BUS 815
Advanced dBase III – PRGM 998
Advanced Multimate Advantage – WORD 902

Group C
– choose 1
Introduction to Networking*
Computer Graphics*
*under development

Certificate Program in Legal Secretarial

This program is designed to help students develop skills in word processing, verbal and written communications and office procedures as they relate to the legal office. From the electives list you have the opportunity of an in-depth study of two areas which meets your needs or interests.

6 subjects: 4 compulsory, 2 electives

Compulsory:
Legal Office Procedures I – OP 206X
Legal Office Procedures II – OP 216X
Word Processing Part I – WORD 201X
Word Processing Part II – WORD 800
Business Communications – ELS 903

Electives:
Choose 2
Real Estate – LAW 804 (Fall)
Litigation – LAW 802 (Fall)
Estates – LAW 803 (Winter)
Corporate – LAW 801 (Winter)

Earn Your OMDP Certificate in Just Six Weeks

This summer, George Brown College is offering a special session of OMDP courses to enable you to earn your OMDP Business Management Certificate in just six weeks. Classes will run 9 a.m. to 4 p.m., five days a week, at our St. James Campus located in downtown Toronto. All courses are 30 hours.
For course descriptions, see pages 41 to 43.
Fee: $45.00
Materials: $5.00
Classes are scheduled as follows:

June 5 – 9
OMDP 922 – Management for Results
OMDP 936 – Marketing for Small Business

June 12 – 16
OMDP 906 – People Management – Tools and Techniques
OMDP 914 – How to Start a Small Business

June 19 – 23
OMDP 930 – Management by Objectives and Results
OMDP 923 – Professional Selling Skills (formerly ABC's of Selling)

June 26 – 30
OMDP 953 – Bookkeeping
OMDP 908 – Effective Supervision – Administration

July 10 – 14
OMDP 940 – Effective Supervision – Production
OMDP 907 – Effective Supervision – Human Relations

July 17 – 21
OMDP 902A – Ontario Business Law I
OMDP 925 – Practical Financial Management

Metro Labour-Education & Skills Training Centre

What is the Centre?
The Centre is a project of the Labour Council of Metropolitan Toronto. We run a variety of programs for union members and workers throughout the city, including Skills Training (special programs for unemployed workers); English at the Workplace/ESL; Adult Basic Education Literacy/Numeracy; Labour Studies.

Certificate in Labour Studies
One of our major activities is the setting up of 30-hour courses, run once a week for 10 weeks, or on four Saturdays or Sundays. We offer Fall, Winter and Spring programs.
Our courses cover a wide range of issues of concern to trade union members, including Collective Bargaining; Arbitration; Health & Safety; Work, Racism and Labour; Women in Labour History; Labour Economics; Working Class Literature; International Affairs; Human Rights.

Where are the courses held?
Our programs are run in easily accessible union halls throughout the city as well as at our new downtown location. We try to meet the needs of workers in every area of Toronto.

Who are our instructors?
We encourage active unionists to become instructors of our courses. In most cases they are union members/workers during the day and part-time instructors at night (or on weekends).
We also encourage a learner-centred approach with active involvement by participants. Course content and instructors are decided upon by the Centre's Advisory Committee.

Are these credit courses?
Yes. Participants receive a certificate in Labour Studies from George Brown College upon completion of 24 credits (each 30-hour course is worth three credits).

The Centre is also involved in:
- organizing conferences or seminars.
- designing special programs for immigrant workers and visible minorities.
- developing special educational programs for specific unions.

Whatever the educational needs of workers, we will try to serve them as best as we can.
Participate in our labour education programs!

For further information or to register contact:
Metro Labour-Education & Skills Training Centre
954 King Street West – Main Floor
Toronto, Ontario M5S 2R4
Telephone: 971-5893

Certificate Program in Professional Retailing

The purpose of this program is to prepare students to enter the field of retailing in a wide variety of job-entry occupations.
6 subjects: 3 compulsory, 3 electives

Compulsory:
SELL 100X – Professional Selling Skills
BUY 101X – Buying and Inventory Management
MATH 125X – Math of Merchandising
*ENG 933 – Bare Essentials

Electives:
(Choose 3 or more)
ADV 200X – Advertising (Spring)
PROD 101X – Product Awareness (Spring)
SEC 112X – Loss Prevention (Spring)
PERS 204X – Personnel Management (Spring)
BUY 201X – Buying and Inventory Management II (Spring)
MARK 106X – Marketing I (Fall 1989)
MER 201X – Visual Merchandising (Winter 1990)

ENG 933 – Bare Essentials is a required compulsory subject for students who have not attained a Grade 12 Certificate in English. A "B" standing must be achieved in this subject in order to qualify for the Program Certificate.

Effective Supervision Techniques for the Service Industry
This course covers advanced service methods and staff management techniques. It will delve into the practical aspect of the managers job; i.e. counselling, motivating and training staff. On-the-job problems will be discussed with emphasis on possible solutions.
Wednesday 6 to 9 p.m. St. James Campus
42 hours Fee: $195.00
April 12 to July 12 • **SIND 903**

Certificate in Accounting

Compulsory:

Accounting I
Prerequisite: BOK 552X or equivalent recommended.
Introduces the basic concepts and methodology of accounting as applied to either a service or merchandising business. Major topics studied include: the accounting equation, preparing balance sheets and income statements, the end-of-period process, cash and receivables, inventory, plant and equipment, and income measurement and valuation problems. Text: Fundamental Accounting Principles – latest edition plus workbook.
Tues. and Thurs. 6 to 8:30 p.m.
St. James Campus
50 hours Fee: $75.00 and purchase of text.
See equivalency for CMA, CGA, CCUI, pages 29, 43.
April 18 to June 22 • **ACC 100X**

Accounting II

Prerequisite: ACC 100X or equivalent. Transcript of grades must be produced before registration. A study of the problems related to sources and uses of investment capital, analysis and interpretive problems pertaining to financial reporting, cost accumulation, cost control and financial planning. Major topics include: shareholders' equity, dividends and retained earnings, proprietorship and partnership capital, debt financing, investments, statement of changes in financial position, accounting for manufacturing operations, cost, volume and income analysis. Text: Fundamental Accounting Principles – latest edition plus workbook.
Mon. and Wed. 6 to 8:30 p.m.
St. James Campus
50 hours Fee: $75.00 and purchase of text.
See equivalency for CMA, CCUI, page 43.
April 17 to June 26 • **ACC 101X**

Cost Accounting I

Prerequisites: ACC 100X, ACC 101X or equivalent. Transcript of grades must be produced before registration. For those currently employed in bookkeeping who wish to study cost accounting. The course is compulsory for students in the Accounting program. Subjects studied include: basic concepts of cost accounting, materials, labour, overhead, solving simple costing problems, and using cost accounting techniques to solve major financial cases. Text: Cost Accounting, Concepts and Applications for Management Decisions.
Mon. and Wed. 6 to 8:30 p.m. St. James Campus
50 hours Fee: $75.00 and purchase of text. See equivalency for CCUI, page 43.
April 17 to June 26 • **ACC 202X**

Electives:

Business Management I

First of a two-part course for people in junior or middle management positions. Compulsory subject for the part-time Business Management Certificate. This overview of business in Canada deals with the nature and importance of business history, corporate structures and participation in planning a company. Other topics include: definition of a manager, importance of the environment, decision making and policy formulation, organizing and staffing, planning and controlling communication, directing, management qualifications, senior management, first line management and middle management. Text: Business in the Canadian Environment.
Tues. and Thurs. 6 to 9 p.m. St. James Campus
42 hours Fee: $63.00 Materials: $5.00 and purchase of text.
See equivalency for CCUI page 43.
May 2 to June 15 • **BUS 900A**

Business Management II

Second of a two-part course for people in junior or middle management positions. Compulsory subject for the part-time Business Management Certificate. Each student is assigned a major topic for presentation. Topics studied include: production, marketing, financial and personnel functions, current and future concerns, business and government, international corporations, and business in the future. Text: Business in the Canadian Environment.
Mon. and Thurs. 6 to 9 p.m.
St. James Campus
42 hours Fee: $63.00 Materials: $5.00 and purchase of text.
May 1 to June 19 • **BUS 900B**

Ontario Business Law I

For course description, see page 41. • **OMDP 902A**

Introduction to Business Computing

For course description, see page 12.
• **EDP 100X**

Accounting

Cost Accounting II

Prerequisite: ACC 202X.
Learn more complex cost accounting concepts and techniques. Topics include: responsibility accounting, systems control of materials, labour and overhead, budget and budgetary controls, standard cost systems and variances. Text: Cost Accounting, Concepts and Applications for Management Decisions.
Mon. and Thurs. 6 to 8:30 p.m.
St. James Campus
55 hours Fee: $82.50 and purchase of text.
See equivalency for CCUI pages 43.
April 17 to July 6 • **ACC 204X**

Financial Accounting I

Prerequisites: ACC 100X and ACC 101X.
A study of the theoretical structure of accounting. After a review of accounting principles and concepts, topics studied include: preparing financial statements; valuation of current assets, liabilities and operational assets. Text: Intermediate Accounting (latest edition).
Wed. 6 to 9 p.m. and Sat. 9 a.m. to noon
St. James Campus
78 hours Fee: $117.00 and purchase of text.
See equivalency for CMA, CGA, CCUI, pages 29, 43.
April 19 to July 22 • **ACC 200X**

Financial Accounting II

Prerequisite: ACC 200X.
A continuation of ACC 200X that covers the following subjects: the formation and capital structure of limited companies; accounting for bonds, long term liabilities and investments; accounting for income tax, pension and lease costs; statement of changes in financial position; analysis of financial statements; and accounting for inflation. Text: Intermediate Accounting (latest edition).
Wed. 6 to 9 p.m. and Sat. 9 a.m. to noon
St. James Campus
78 hours Fee: $117.00 and purchase of text. See equivalency for CMA, CGA, CCUI, TCI, pages 28, 29, 43.
April 19 to July 22• **ACC 203X**

OF SPECIAL INTEREST TO McDONALD'S RESTAURANTS EMPLOYEES

McDonald's Restaurants and George Brown College have developed a unique opportunity for McDonald's employees to acquire credits for courses presented by the College and McDonald's training department.

Credits will be applicable to:
• Ontario Management Development Program (OMDP) — Business Management Studies
• Ontario Management Development Program (OMDP) — Supervisory Studies
• George Brown College Business Management Certificate Program

For further information, McDonald's employees should contact McDonald's training department, or George Brown's Business Part-time Studies department at 867-2162.

You and The Law

How to Incorporate Yourself

All the information and guidance needed to incorporate your own small business. Learn to prepare Articles of Incorporation according to the law, as well as the various forms of business, particularly the corporation, and legislation governing corporations.
Instructor: Ira Greenspoon, B.Sc., L.L.B., practices law in Toronto and is very interested in educating the public about the law.
Mon. 6:00 to 9:00 p.m. St. James Campus
12 hours Fee: $60.00
April 10 to May 1 • **LAW 800**

Commercial Law

Prerequisite: Grade 12 English
Covers the fundamentals of Canadian commercial law that are particularly relevant to management accountants. The course is also helpful for accounting students seeking a professional designation (C.G.A. or C.M.A.) who want to earn an exemption in this subject. Text: The Law and Business Administration in Canada, latest edition.
Wed. 6 to 9 p.m. and Sat. 9:30 a.m. to 12:30 p.m.
St. James Campus
60 hours Fee: $90.00 Materials: $5.00 and purchase of text.
April 12 to June 24 • **LAW 200X**

Certificate Program for the Office Administrator

This program is designed to meet the changing needs of today's office in business, the professions and government. Entrance requirements: Secondary School Graduation Diploma or equivalent standing. Applicants with a lower level of formal education are considered if they have related business experience. Students are expected to complete the program within a maximum of three years. Students may apply for credits for related subjects taken at other community colleges or similar institutions. Prerequisites:Grade 12 English Typing 45 wpm. Proof to be supplied upon registration

Compulsory:

• Bookkeeping I – BOK 552XA – see page 34.
• Word Processing II – WORD 800 – see page 39.
• Office Procedures – OP 900 – see page 34.
• Dicta/Transcription/Proofreading – DIC 900 – see page 34.
Students are required to take a total of 2 electives.

Electives A:

Choose one:
• Effective Supervision Human Relations – OMDP 907 – see page 41.
• Records and Information Management I – RM 900A – see page 34.
• Word Processing – Advanced – WORD 801 – see page 39.
• Effective Communication in Today's Business World – OMDP 954 – see page 43.

Electives B:

Choose one:
• Supervisor – Training and Developing Staff – OMDP 955 – see page 43.
• Supervisor – Managing Resources – OMDP 957 – see page 43.
• People Management: Tools and Techniques – OMDP 906 – see page 41.

Certificate in Business Management

Compulsory:

Marketing

A study of basic marketing concepts and practices as they relate to the consumer. Topics include: marketing terminology, controllable and non-controllable variables, and identification of the target market by demographic and geographic segmentation. Text: Marketing.
NOTE: It is recommended that you read the first two chapters of the text prior to the course start date.
Mon. and Wed. 6 to 8:30 p.m. St. James Campus
50 hours Fee: $75.00 and purchase of text.
See equivalency for CCUI pages 43.
April 17 to June 26 • **MARK 100X**

Business Management I

For course description, see page 32. • **BUS 900A**

Business Management II

For course description, see page 32. • **BUS 900B**

Accounting I

For course description, see page 31. • **ACC 100X**

Electives:

Introduction to Business Computing

For course description, see page 12. • **EDP 100X**

Accounting II

For course description, see page 32.
• **ACC 101X**

Cost Accounting I

For course description, see page 32.
• **ACC 202X**

Ontario Business Law I

For course description, see page 41.
• **OMDP 902A**

Economics

Offered Fall and Winter only. • **EC 903**

Effective Supervision in Human Relations

For course description, see page 41. • **OMDP 907**

Certificate in Secretarial Practice

Compulsory:

Typewriting III (Advanced)

Prerequisite: 35 w.p.m. or TYP 903. (Proof to be supplied upon registration.)
Further develop typewriting skills and concentrate on more advanced typewriting setups. The goal of the course is to achieve 50 w.p.m. on five-minute tests. Text: Keyboarding for Canadian Colleges.
Tues. and Thurs. 6 to 9 p.m.
St. James Campus
60 hours Fee: $90.00 Materials: $10.00 and purchase of texts.
June 27 to August 31 • **TYP 905**

Word Processing I

Prerequisites: Grade 12 English and 45 wpm typing. (Proof to be supplied upon registration.) For the experienced office worker who wants to learn to operate word processing equipment. Intensive hands-on training is provided on the Wang system.
Mon. and Wed. 6 to 9 p.m. St. James Campus
30 hours Fee: $45.00 and purchase of text.
April 17 to May 17
May 29 to June 28
July 10 to August 14 • **WORD 201X**

Office Procedures

Prerequisite: Grade 12 English and typing 45 wpm. (Proof to be supplied upon registration.)
Today's office, business or professional, is in a state of change. In this course, attention is given to what the office worker does and the way in which office activities are accomplished. Basic topics such as human relation skills, filing, telephone and data communications, dictation and the automated office are discussed. Text: Secretarial Procedures for the Electronic Office.
Sat. 9 a.m. to 4 p.m. St. James Campus
60 hours Fee: $90.00 Material Fee: $15.00 and purchase of text.
April 15 to June 24 • **OP 900**

Dictation/Transcription/ Proofreading

Prerequisite: Grade 12 English and typing 45 wpm. (Proof to be supplied upon registration.)
This course provides the student with the skills to dictate, transcribe and proofread effectively. Topics include: operation of a dictation/ transcription machine; preparation of text for dictation; transcription of a variety of letter styles, memorandums and reports; and dictation without a prepared text.
Mon. and Wed. 6 to 8:30 p.m. St. James Campus
50 hours Fee: $75.00 Material Fee: $15.00
April 17 to June 26 • **DIC 900**

Electives:

Intermediate Wordprocessing

For course description, see page 39.
• **WORD 800**

Records and Information Management I

At the end of the course the student will be able to demonstrate a general knowledge of the different areas covered by records management, understand basic records management concepts and the need for organization wide records and information management programs.
This knowledge will be demonstrated through the preparation of a term paper, using a management report format, on a specific organization's need for a comprehensive records management program.
Text: Information and Records Management 3rd Edition.
Tues. and Thurs. 6 to 9 p.m. St. James Campus
42 hours Fee: $63.00 Materials: $15.00 and purchase of text.
May 9 to June 22 • **RM 900A**

Records and Information Management II

Prerequisite: RM 900A – Records and Information Management I.
This course is a continuation of Records and Information Management I. This course emphasizes the professional and managerial skills required to establish or administer a records management program. Also, this course provides a basic understanding of electronic information management systems and discusses their potential to meet an organization's total informational needs.

WORKING SKILLS FOR WOMEN

The YWCA of Metropolitan Toronto, in cooperation with George Brown College and Canada Employment, is offering a free, non-credit program for working women to update their skills in **computer awareness, mathematics** and **career planning**. This program is designed for women who face technological change in their workplace.

Evening Program:
6:30 - 9:30 p.m.
Monday & Wednesdays or Tuesdays & Thursdays

Course Starts:
January, April, June & September
Entry Requirements: Grade 12 or equivalent

For more information call the YWCA at: ***961-8100***

Certificate Program in Bookkeeping Applications

Bookkeeping I

Develops a working knowledge of basic bookkeeping concepts and procedures. Students can use this course to gain employment in the field or as the basis for a more advanced study of accounting. Topics include: analyzing business transactions affecting assets, liability and owner's equity accounts as well as revenue and expense accounts, recording business transactions, the trial balance, posting, adjustments and closing entries, accounting for professional enterprises, financial statements, petty cash and payroll.
Text: Fundamental Accounting Principles, plus workbook.
Tues. 6 to 9 p.m. St. James Campus
42 hours Fee: $63.00 and purchase of texts.
April 25 to July 25 • **BOK 552XA**

Bookkeeping II

Prerequisite: Bookkeeping I – BOK 552XA or equivalent. Practical bookkeeping equivalent can be verified by means of a qualifying test.
This course provides advanced study of bookkeeping systems to provide students with a greater understanding of current bookkeeping procedures used in accounting for; credit sales and accounts receivable; inventories; operational assets; current and long-term liabilities; owner equity accounts for partnerships and corporations; manufacturing concerns; and departmental operations. Financial statement analytical techniques will also be introduced.
Text: Fundamental Accounting Principles. Larson, Pyle, et al, 5th Canadian Edition, plus workbook.
Thurs. 6 to 9 p.m. St. James Campus
42 hours Fee: $63.00 and purchase of texts.
April 27 to July 27 • **BOK 552XB**

Computer Applications for Bookkeepers

Prerequisite: BOK 552A and BOK 901 or equivalent.
Students will be able to: create, save, and print worksheets; use Lotus 1-2-3 features to help analyze typical bookkeeping applications; use look-up tables for indexing; graphically represent solutions to business problems; use the data management functions; use the ACCPAC General ledger and Financial Reporting system to create and maintain a general ledger; enter daily transactions; and produce reports including transaction journals and trial balances.
Mon. 6 to 9 p.m. St. James Campus
30 hours Fee: $45.00
April 17 to June 26 • **BOK 902**

Wordperfect Applications for Bookkeepers

Prerequisite: Grade 12 English or equivalent and keyboarding for 25 w.p.m.
Students will be able to: use Wordperfect features to create and save formatted, multipage documents; edit texts according to current business specifications; print documents; move and copy text; set up formatted accounting data and use merge functions to link documents together. Text: Mastering Wordperfect 5.0.
Wed. 6 to 9 p.m. St. James Campus
30 hours Fee: $45.00 and purchase of texts.
April 19 to June 21 • **BOK 901**

Introduction to Business Computing

For course description, see page 12.
• **EDP 100X**

Certificate in Records Management

See page 28 for complete program listing.

Compulsory:

Records and Information Management I

For course description, see page 34. • **RM 900A**

Records and Information Management II

For course description, see page 34. • **RM 901A**

Certificate Program in Business Procedures Analyst

See page 28 for complete program listing.

Introduction to Business Computing

For course description, see page 12. • **EDP 100X**

Certificate in Archival Practices

See page 29 for complete program listing.

Compulsory:

Records and Information Management I

For course description, see page 34. • **RM 900A**

Certificate in Marketing

Compulsory:

Marketing

For course description, see page 33.
• **MARK 100X**

Introduction to Advertising

Discover how to use the components of advertising (headline, layout, illustration and copy) for maximum results. Learn to select the right advertising message, identify your target audience, and what medium (television, radio or print) to use.
Text: Canadian Advertising in Action.
Wed. 6 to 9 p.m. St. James Campus
42 hours Fee: $63.00 and purchase of text.
See equivalency for CCU1, page 43.
April 26 to July 26 • **MARK 904**

Industrial Marketing

Gives students an understanding of marketing in the industrial sphere and shows them how to effectively market industrial products. Text: Industrial Marketing Management.
Tues. 6:15 to 9:15 p.m. St. James Campus
42 hours Fee: $63.00 and purchase of text.
April 11 to July 11 • **MARK 903**

Marketing Law

Familiarizes students with the fundamentals of Canadian marketing law and the applicable statutes.
Thurs. 6 to 9 p.m. St. James Campus
42 hours Fee: $63.00
April 14 to July 14 • **LAW 900**

Municipal Administration Program for Clerks, Treasurers and Municipal Administrative Staff

Management in the Municipality

Prerequisite: designed for Clerks, Treasurers and other municipal administrative staff.
This course deals with the operating differences between small and large municipalities. Topics include: Municipal Law; the Policy Making Process; Effective Communications; Office Management; Personnel Management; Financial Management; the Planning Process and the Elements of Administration.
Thurs. 6:30 to 9:30 p.m. St. James Campus
36 hours Fee: $84.00 and purchase of text.
April 27 to July 13 • **MUN 903**
A non-refundable materials fee covers the cost of texts.

Purchasing Management Association of Canada (P.M.A.C.)

P.M.A.C.'s Professional Development Program is designed to help students improve their skills in purchasing. The three "Principles" courses are just the first step in obtaining credits towards your Professional Purchaser designation from the Association. For further information on the Professional Development Program, contact the National Office of P.M.A.C. at 2 Carlton Street, Suite 815, Toronto, Ontario M5B 1J3, (416) 977-7111.
Note: P.M.A.C. courses are offered in the Fall and Winter semesters only.

Physical Distribution

Physical Distribution Systems Management I

This is a fully integrated course dealing with the sub-systems of physical distribution such as the Distribution Manager's role including organization, concepts, strategies, skills required, and the necessary interfacing within the company in order to react instantly to shifts in supply, demand and total cost.
Tues. 6:30 to 9:30 p.m.
St. James Campus
42 hours Fee: $63.00 Materials: $5.00 and purchase of text
April 18 to July 18 • **PD 202X**

Traffic & Transportation II

This is a continuation of level I course. It covers extensively highway transport and ocean shipping components, management control functions, consolidation, materials handling and bulk shipping concepts, packaging, financial aspects of carrier operation and (export & import) trade methods for international distribution.
Text: Traffic and Transportation, Vol. II.
Tues. 6:30 to 9:30 p.m.
St. James Campus
50 hours Fee: $75.00 Materials: $5.00 and purchase of text
April 18 to July 18 • **PD 207X**

Workshops

How to Open an Art Gallery

This workshop focuses on financial requirements, gallery locations, financing artists and developing clients.
Sat. 9 a.m. to noon St. James Campus
3 hours Fee: $55.00
April 29 • **BUS 837**

Operating an At-home Business

This seminar deals with the basics of running a home-based business; the legalities of starting and operating any kind of home business; zoning regulations related to home business; service and retail businesses; how to manage family interruptions; a "place and time" for business; when to consider "moving out."
Sat. 9 a.m. to noon St. James Campus
3 hours Fee: $55.00
April 29 • **BUS 838**

Importing Seminar

An opportunity to get all the answers regarding importing. Some topics covered are: starting an importing business; marketing for imports in Canada; sourcing an import; rules and regulations; purchasing and financing; pricing and mark-ups; distribution levels.
Sat. 9 a.m. to 5 p.m. St. James Campus
7 hours Fee: $81.00
April 22 • **BUS 919**

How to Successfully Import From the Far East

In this seminar you'll learn how to successfully import quality products from the Far East. It covers sourcing goods, cultural considerations and negotiations. Lawrence Kokotow is a Far East trade specialist with over a decade of hands-on experience in the Orient.
Sat. 9 a.m. to noon St. James Campus
3 hours Fee: $57.00
April 29 • **BUS 834**

How To Start a Small Business

This seminar is intended to help people interested in starting their own business. You are provided with a general orientation that points out the main considerations for success.
Sat. 9 a.m. to 5 p.m. St. James Campus
7 hours Fee: $85.00
April 22 • **BUS 812**

Discover Bed & Breakfast

This one-day workshop is designed for actual or potential "B&B" hosts. The general objective of this guest-home management workshop is to provide a comprehensive body of knowledge on the requirements, practices and recommended procedures for converting your home into a fascinating and profitable small business endeavour. The workshop has been designed and developed by successful Bed and Breakfast operators in southern Ontario, and it is their expertise and invaluable practical experience as small innkeepers that make this course a must.
Sat. 9 a.m. to 4 p.m. St. James Campus
6 hours Fee: $99.00
April 22 • **BUS 831**

Insurance Courses Leading to A.I.I.C. Designation

These courses are offered in cooperation with the Insurance Institute of Canada. An examination fee of $40 per A.I.I.C. subject is collected by the Institute. The examination fee for General Insurance Essentials is currently $30.
Register for exams during the first class.
REGISTRATION DEADLINES:
Courses: *April 10, 1989*
Examinations: *May 15, 1989*
Institute Exams: *July 10 to 14, 1989*

Principles and Practice of Insurance

An overview of the insurance business. Topics covered include: the organization and operation of insurance, basic legal documents and applications of the law, binders and policies, how to read a policy from application to expiry, reinsurance, federal and provincial controls, production of business, adjusters, underwriters' associations or boards, and a history of insurance.
Mon. 5:30 to 8:30 p.m. plus two additional classes to be scheduled in class.
St. James Campus
36 hours Fee: $85.00 plus purchase of text
April 17 to June 26 • **INS 911**
Note: This course is a prerequisite for any other A.I.I.C. subject.

Insurance on Property I

Recommended Prerequisite: INS 911 – Principles and Practice of Insurance.
Topics covered include: basic fire insurance, extended coverage endorsement, fire insurance provisions in the Insurance Act, fire statutory conditions, concepts relating to property insurance, co-insurance and mortgage clauses, fire insurance coverage for dwellings, dwelling extended coverage endorsement, introduction to and general features of inland marine and multi-peril insurance and forms, underwriting these forms, householder's named perils, personal effects floater, fine arts policy, miscellaneous coverages, composite dwelling policy, home-owner's policy, tenant's package policy, cooperatives and condominiums.
Wed. 5:30 to 8:30 p.m. St. James Campus
36 hours Fee: $85.00 plus purchase of text
April 19 to July 5 • **INS 912**

Insurance Against Liability

Recommended Prerequisite: INS 911 – Principles and Practice of Insurance.
A discussion of the law of negligence both in common law and as it applies to Quebec. Further topics include: the courts, employer and employee, independent contractors, dangerous things, animals, children and parents, damages, liability of owners and occupiers for dangerous land or premises, public authorities, conflict of laws, fatal accidents, and defences.
Thurs. 5:30 to 8:30 p.m. St. James Campus
36 hours Fee: $85.00 plus purchase of text
April 20 to July 6 • **INS 913**

Automobile Insurance

Recommended Prerequisite: INS 911 – Principles and Practice of Insurance.
Begins with an introduction to the field and a look at applications in general. Further topics include: applications for owner's form (S.P.F.1); owner's form section A – third party liability; owner's form section B – accident benefits coverage; owner's form section C – own damage, general provisions, definitions, exclusions, automobile insurance law and statutory conditions, endorsements which may be used with owner's form, non-owned liability insurance, garage coverages, variations in automobile insurance between provinces, financial responsibility laws, highway victims indemnity funds, absolute liability, filing proof of financial responsibility, facility, compensation without fault, rating and claims.
Tues. 5:30 to 8:30 p.m. St. James Campus
36 hours Fee: $85.00 plus purchase of text
April 18 to July 4 • **INS 914**

Insurance Accounts and Finance

This is the mandatory last course in the A.I.I.C. program. Topics covered include: government control of insurance companies, general principles of bookkeeping and insurance accounts, systems and methods, interrelationship of accounting and statistical departments, books and records of original entry and subsidiary ledgers, general ledger, profit and loss account and the balance sheet, premium and loss reserves, collection and credit, agents' accounts, reinsurance accounts, statistics, taxation of general insurance companies, and investments.
Wed. 5:30 to 8:30 p.m. St. James Campus
36 hours Fee: $85.00 plus purchase of text
April 19 to July 5 • **INS 916**

Claims I

Recommended Prerequisite: INS 911, INS 912, INS 913, INS 914.
An introduction to insurance claims, covering the following subjects: the independent adjuster, the insurer's claims department, the contract, the policy, investigation and settlement, the adjuster's role, first party claims for automobile, property and commercial property, third party claims, documentation, property claims, and aids to implementing adjustment.
Mon. 5:30 to 8:30 p.m. plus two additional classes
St. James Campus
36 hours Fee: $85.00 plus purchase of text
April 17 to June 26 • **INS 917**

Bodily Injury Claims

Recommended Prerequisite: INS 911, INS 917, INS 946
A discussion of the evaluation, negotiation and settlement of bodily injury claims, including: investigation and background, anatomy, bodily injury, bodily injury treatment, interpretation of medical reports, disability, and rehabilitation.
Thurs. 5:30 to 8:30 p.m. St. James Campus
36 hours Fee: $85.00 plus purchase of text
April 20 to July 6 • **INS 932**

Insurance on Property II

Recommended Prerequisites: INS 911 and INS 912.
Topics include: business fire coverage, extended coverage endorsements, E.C.K.L.J. rating, fundamental principles and purposes of underwriting, the mechanics of underwriting, insurance plans, plan drawing, mercantile and commercial coverages designed for special purposes, bailees, coverages, real property insurance, basic fire policy, and survey practice.
Mon. 5:30 to 8:30 p.m. plus two additional classes. St. James Campus
36 hours Fee: $85.00 plus purchase of text
April 17 to June 26 • **INS 933**

Insurance on the Person

Recommended Prerequisite: INS 911.
Topics include: history, types of policies, premiums, multi-party policies; computation of premiums – mortality, interest and expenses; office reserves – policy values and annual statements; savings and protection – use of policies and the effect of taxation; the Insurance Act, underwriting life insurance, business life insurance, pension plans, group insurance, equity investments, agency systems, accidents and sickness.
Thurs. 5:30 to 8:30 p.m. St. James Campus
36 hours Fee: $85.00 plus purchase of text
April 20 to July 6 • **INS 934**

Insurance Against Crime

Recommended Prerequisite: INS 911.
Topics include: definitions, policy conditions; robbery, burglary and theft insurance; broad form coverage – money and securities policy (broad form); safe deposit box policies – standard safe deposit box policy (lessee's burglary and robbery cover), lessee's cover (broad form), lessor's cover (blanket and liability insurance); fidelity, forgery; package policies – comprehensive, dishonesty, disappearance and destruction policies; office – store burglary and robbery, storekeepers' broad form, brokers' blanket bonds, physical protection, underwriting, rating and claims.
Tues. 5:30 to 8:30 p.m. St. James Campus
36 hours Fee: $85.00 plus purchase of text
April 18 to July 4 • **INS 935**

Building Construction/Fire Protection and Basic Hazards

Recommended Prerequisite: INS 911 – Principles and Practices of Insurance.
A comprehensive study of fire hazards, particularly in building construction. Learn the specific fire hazards of heating, lighting and housekeeping and how they relate to ignition, combustion, volatility and flammability. Fire resistance is examined through a study of building materials and different structures.
Wed. 5:30 to 8:30 p.m. St. James Campus
36 hours Fee: $85.00 plus purchase of text
April 19 to July 5 • **INS 936**

Industrial and Process Hazards

Recommended Prerequisites: INS 911 and INS 936.
Learn the principles and practice of using fire equipment, including: hand operated fire extinguishing equipment, automatic sprinkler protection, other special fire extinguishing equipment, private fire alarm services and equipment, and public fire protection.
Thurs. 5:30 to 8:30 p.m. St. James Campus
36 hours Fee: $85.00 plus purchase of text
April 20 to July 6 • **INS 937**

Casualty Loss Prevention

Recommended Prerequisites: INS 911, INS 913, INS 935.
Introduction to owners', landlords' and tenants' liability, crime, and burglar alarm systems. Specific topics include: inspections, exit requirements, swimming pools, schools, day nurseries, school camps, and elevator liability, manufacturers' and contractors' liability, fidelity bonds, crime inspections, physical protection, burglar alarm equipment and wiring methods, choice of alarm system, safes and vaults, and robbery.
Tues. 5:30 to 8:30 p.m. St. James Campus
36 hours Fee: $85.00 plus purchase of text
April 18 to July 4 • **INS 938**

Business Interruption

Recommended Prerequisites: INS 911, INS 912.
Topics include: purpose, terminology, insured perils, policy period and indemnity period, American vs. British approach, insurable interest, earnings insurance, co-insurance, gross earnings and profits insurance, other types, practical points and loss adjustment.
Mon. 5:30 to 8:30 p.m. plus two additional classes
St. James Campus
36 hours Fee: $85.00 plus purchase of text
April 17 to June 26 • **INS 940**

Casualty Covers

Recommended Prerequisite: INS 911 – Principles and Practice of Insurance.
Topics include: glass insurance, surety bonds, boiler and machinery insurance – history, main classes of objects for insurance, the policy, schedules and endorsements, rating, indirect insurance; aviation insurance – aircraft liability insurance, underwriting, rating, endorsements, additional coverages, aviation general liabilities, premises and operations liability, hangarkeeper's liability, products and completed operations liability, employer's liability and worker's compensation, aviation accident insurance, air cargo liability insurance, miscellaneous coverages – water damage, weather, crop, hail, livestock mortality, and commercial credit insurance.
Thurs. 5:30 to 8:30 p.m. St. James Campus
36 hours Fee: $85.00 plus purchase of text
April 20 to July 6 • **INS 943**

Claims II

Recommended Prerequisites: INS 911, INS 933.
Topics covered include: principles governing settlement, preserving the evidence, general liability claims, professional and products liability claims, fidelity bond and surety bond claims, claims evaluation, negotiating a settlement, claim termination and civil procedure.
Thurs. 5:30 to 8:30 p.m. St. James Campus
36 hours Fee: $85.00 plus purchase of text
April 20 to July 6 • **INS 946**

Personal Lines Production

Recommended Prerequisite: INS 911 – Principles and Practice of Insurance.
A basic overview of the insurance business. Topics include: an introduction to sales, individual selling skills, legal background, federal and provincial jurisdiction, tort, agency and contract law, home, automobile and life insurance.
Thurs. 5:30 to 8:30 p.m. St. James Campus
36 hours Fee: $85.00 plus purchase of text
April 20 to July 6 • **INS 971**

Commercial Lines Production I

Recommended Prerequisites: INS 911, INS 971.
A comprehensive study of risk management analysis, stressing the four categories of insurance: property, casualty, business interruption and life insurance. Helps insurance brokers and underwriters identify the needs of both the insured and the insurer. Case management techniques are used and the wording of various policies is reviewed.
Mon. 5:30 to 8:30 p.m. plus two additional classes to be scheduled as required.
St. James Campus
36 hours Fee: $85.00 plus purchase of text
April 17 to June 26 • **INS 972**

General Insurance Essentials – Part I

Recommended Prerequisite: INS 911 – Principles and Practice of Insurance.
This first section deals with structures of the industry, office procedures and automobile insurance. The course is designed for people in clerical or similar positions and is offered in cooperation with the Insurance Institute of Canada.
Thurs. 5:30 to 8:30 p.m. St. James Campus
36 hours Fee: $85.00 plus purchase of text
April 20 to July 6 • **INS 981**

General Insurance Essentials – Part II

Recommended Prerequisite: INS 981 – General Insurance Essentials – Part I.
Continuation of INS 981 covering personal lines, claims, principles, law and government controls. Upon completion of this second section, credit will be granted for INS 911.
Tues. 5:30 to 8:30 p.m. St. James Campus
36 hours Fee: $85.00 plus purchase of text
April 18 to July 4 • **INS 982**

Basic Broker Registration (General Lines Insurance)

Intended for those preparing for broker registration in RIBO (acting under supervision).
Successful completion of this course and the qualifying examination can open up a stable and rewarding career opportunity to qualified persons who will carry on business in accordance with principles of integrity and honesty, engaged solely in the business of general lines insurance broker. This level of examination does not entitle the candidates to open their own broker firm. A good working knowledge of the English language is required. Also useful for non-producer broker staff, insurance buyers, adjusters, insurance company personnel. Course Content: Emphasis on the skills required of new brokers by RIBO; Principles and practices, RIBO Act information and regulations, commercial property, personal lines, liability, automobile, crime, bonds, brokerage office operations and routines.
Equivalent to the 10-day broker registration course offered by IBAO at the School of Insurance.
Mon. and Wed. 6 to 9 p.m. St. James Campus
72 hours Fee: $150.00 plus purchase of course materials.
RIBO Examination Fee: $100.00 – submit during first class.
April 17 to July 12 • **INS 944**

Typing

Basic Keyboarding I

Designed for those with minimal or no knowledge of typing. After the keyboard is covered thoroughly, students do drills to increase their speed and accuracy with the goal of achieving a speed of 20 to 25 words per minute.
Note: This course is taught on a typewriter.
Text: Typing Power Drills.
Mon. and Wed. or Tues. and Thurs. 6 to 9 p.m.
St. James Campus
60 hours Fee: $90.00 Materials: $5.00 and purchase of text.
April 17 or 18 to June 26 or 22
June 27 to August 31 • **KB 100X**

Typewriting I (Beginning)

Prerequisite: Basic knowledge of English.
Emphasizes mastery of the touch system and basic typewriting set-ups with a goal of 25 w.p.m. on five-minute tests. Topics include: elements of the touch system – posture, good stroking, rhythm, and correct fingering, parts of the typewriter, and the rules of syllabication, capitalization, tabulation and letters.
Text: Keyboarding for Canadian Colleges, Career Course and Typing Power Drills
Mon. and Wed. or Tues. and Thurs. 6 to 9 p.m.
St. James Campus
60 hours Fee: $90.00 Materials: $5.00 and purchase of text.
April 17 or 18 to June 26 or 22
June 27 to August 31 • **TYP 901**

Typewriting II (Intermediate)

Prerequisite: 25 w.p.m. typing or TYP 901 – Typewriting I (Beginning). (Proof to be supplied upon registration.)
Develop speed with a goal of 35 w.p.m. or better while learning basic production skills, such as centering and tabulation. Text: Keyboarding for Canadian Colleges, Career Course and Typing Power Drills.
Mon. and Wed. 6 to 9 p.m. St. James Campus
60 hours Fee: $90.00 Materials: $5.00 and purchase of text.
April 17 to June 26 • **TYP 903**

Typewriting III (Advanced)

Prerequisite: 35 w.p.m. or TYP 903. (Proof to be supplied upon registration.)
Further develop typewriting skills and concentrate on more advanced typewriting setups. The goal of the course is to achieve 50 w.p.m. on five-minute test. Text: Keyboarding for Canadian Colleges
Tues. and Thurs. 6 to 9 p.m. St. James Campus
60 hours Fee: $90.00 Materials: $10.00 and purchase of text.
June 27 to August 31 • **TYP 905**

Word Processing

Word Processing Concepts

An introduction to the use of word processing and the different types of systems and equipment available. This course does not include hands-on experience. Text: Word Processing and Information Systems.
Thurs. 6 to 9 p.m. St. James Campus
30 hours Fee: $45.00 Materials: $5.00 and purchase of text.
April 13 to June 15
June 29 to August 31 • **WORD 113X**

Word Processing I

Prerequisites: Grade 12 English and 45 w.p.m. typing (test required)
For the experienced office worker who wants to learn to operate word processing equipment. Intensive hands-on training is provided on the Wang system.
Text: Word Processing I – to be purchased prior to first class.
Mon. and Wed. 6 to 9 p.m. St. James Campus
30 hours Fee: $45.00 and purchase of text.
April 17 to May 17
May 29 to June 28
July 10 to August 14 • **WORD 201X**

Implementing Pay Equity

This course is designed to assist Ontario employers, employees and bargaining agents in the design of their plans to implement pay equity. Topics include: pay equity and the wage gap, workplace culture, job analysis, how to achieve gender neutrality, complaint procedures and the role of the Review Branch.
Mon. and Wed.
6 to 8:30 p.m.
St. James Campus
30 hours Fee: $125.00
April 3 to May 10
• **EQUI 802**

Intermediate Word Processing

Prerequisite: WORD 201X – Word Processing I or proof from employer of practical experience required when registering.
Continue training on the Wang system and learn to create, manipulate and print documents. Topics include: introduction to the glossary, merge, dual column and repagination.
Text: Word Processing II – to be purchased prior to first class.
Tues. and Thurs. 6 to 9 p.m. St. James Campus
30 hours Fee: $45.00 and purchase of text.
April 18 to May 18
May 30 to June 29
July 11 to August 10 • **WORD 800**

Advanced Word Processing

Prerequisite: WORD 800 – Intermediate Word Processing.
Further training on the Wang system, including demonstrations of format modification, index generator and superglobal replace. Other topics include: advanced glossary functions, decision processing, mathematics support package, document merge, alternating headers and footers, and column edit.
Text: Word Processing III – to be purchased prior to first class.
Fri. 6 to 9 p.m. St. James Campus
30 hours Fee: $45.00 and purchase of text.
April 21 to July 7 • **WORD 801**

Certificate Program for Medical Secretarial

See page 29 for complete course listing.

Certificate Program in Legal Secretarial

Compulsory:

Legal Office Procedures – Part II

Prerequisites: Grade 12 English, 45 w.p.m. typing, OP 206X – Legal Office Procedures – Part I or acceptable work experience in a legal office. Proof required when registering.
Specific topics include: an introduction to real estate transactions, deeds and transfers, mortgages and charges, statements of adjustment, insurance and reporting letters, and more.
Text: Legal Office Procedures.
Mon. and Wed. 6 to 9 p.m. St. James Campus
60 hours Fee: $90.00 Materials: $10.00 and purchase of text.
April 10 to June 19 • **OP 216X**

Word Processing I

For course description, see page 38.
• **WORD 201X**

Intermediate Word Processing

For course description, see page 39.
• **WORD 800**

Electives:

NOTE: Electives are offered in the Fall and Winter terms only.

Legal Office Procedures

The Legal Secretary – Real Estate

Prerequisite: Experience as a secretary.
Become a more efficient assistant to a solicitor by learning to handle simple real estate transactions on your own, including purchase, sale and institutional mortgages. As you become more familiar with the procedures, you learn to recognize the next step in the process without prompting. Start and maintain a precedent binder and a checklist of transaction procedures. You are encouraged to use your firm's forms for precedents.
Wed. 6 to 9 p.m. St. James Campus
30 hours Fee: $45.00
April 19 to June 21 • **BUS 816**

The Legal Secretary – Corporate

Prerequisite: Experience in a legal office or legal secretary course.
Shows you how to handle the administrative details of incorporating in Ontario and the subsequent organizing of the company. Topics include: documents required to incorporate, drafting articles of incorporation, initial banking documents, agreement between shareholders, how to remove directors, and how to register out-of-province companies.
Mon. 6 to 9 p.m. St. James Campus
12 hours Fee: $64.00 Materials: $20.00
April 17 to May 8 • **BUS 920**

The Legal Secretary – Estates

Prerequisite: Experience in a legal office or legal secretary course.
Prepares you to act autonomously in dealing with the probate or administration of a straight-forward undisputed estate settlement. Topics include: terminology, the secretary's role in completing estates, completing and filing documents, definition of administration bond, liquidating or transferring estate assets, and winding up an estate.
Wed. 6 to 9 p.m. St. James Campus
12 hours Fee: $64.00 Materials: $20.00
April 5 to 26 • **BUS 921**

Certificate Program in Professional Retailing

Compulsory:

Loss Prevention

The fundamentals of loss prevention are introduced. The student will obtain a basic knowledge of external and internal theft recognition procedures. Topics include: shoplifting techniques, anti-shoplifting methods, employee pilferage techniques and anti-employee pilferage measures, locks, safes, alarms, building construction, fire and other emergency procedures and security audits.
Tues. and Thurs. 6 to 9 p.m. St. James Campus
48 hours Fee: $72.00
May 16 to July 6 • **SEC 112X**

Personnel Management

The student will gain an understanding of management level Human Resources functions in a retail business environment. Topics include: interviewing and selecting employees, performance management, manpower planning, developing pay plans, employee relations practices, training and development, centralized and decentralized organizations.
Text: Personnel and Human Resources Management in Canada.
Tues. and Thurs. 6 to 9 p.m. St. James Campus
48 hours Fee: $72.00 plus purchase of text
May 16 to July 6 • **PERS 204X**

Buying and Inventory Management

Prerequisite: BUY 101X
Advanced buying topics will be covered as well as specific technical aspects of buying such as private label and promotional buying. In addition, students will be able to apply contemporary inventory control techniques to present everyday business through looking at real life situations.
Texts: Management of Business Logistics, and Merchandis Buying – A Practical Guide.
Mon. and Wed. 6 to 9 p.m. St. James Campus
48 hours Fee: $72.00 plus purchase of texts.
May 15 to July 12 • **BUY 201X**

Electives

Advertising

Students will obtain an in-depth understanding of advertising and sales promotion programs in the retail environment, as well as be able to choose media, design strategies and assess advertising effectiveness. Topics include: advertising campaigns, special promotion programs, analysis of current, successful retail and national advertising, etc.
Texts: Kleppner's Advertising Procedure.
Mon. and Wed. 6 to 9 p.m. St. James Campus
48 hours Fee: $72.00 plus purchase of text.
May 15 to July 12 • **ADV 200X**

Product Awareness

The student will be provided with the knowledge necessary to demonstrate understanding of merchandise in a retail environment. Students will gain an understanding of the role of product knowledge in different retail environments (e.g. fashion, food, etc.) as well as in different retail functions (e.g. selling, buying, display, etc.)
Tues. and Thurs. 6 to 9 p.m. St. James Campus
48 hours Fee: $72.00
May 16 to July 6 • **PROD 101X**

Ontario Management Development Program
designed for

Owners, Managers, Supervisors & Entrepreneurs

Registration is limited. Enrol Early.

Ontario Management Development Program (OMDP) courses:
- help you meet your career goals by providing you with management training you need to run your business successfully.
- assist you in starting your own small business.
- offer provincial OMDP Certificates, issued by the Ministry of Skills Development, to recognize your achievement on completion of basic programs.

Coordinated by the Ministry of Skills Development in cooperation with Ontario's community colleges, OMDP courses are designed by business and industry professionals, including the Federal Business Development Bank. Course leaders are practical, well-qualified business persons, educators or consultants who are familiar with the day-to-day problems faced as managers, supervisors and owners. Register in one or more courses in the same term and select the courses in the sequence outlined below.
For more information, please call 967-1212, ext. 3289, 3290, 3291.

Note: Course credits may not be used for more than one certificate. There is an additional cost for text and study material required for each Ontario Management Development Course. Most of these items can be purchased at the College bookstore and are required for your first class.

For the following courses, OMDP 900; OMDP 955; OMDP 956; OMDP 957; course kits are included in the materials fee and will be distributed in class. This portion of the materials fee is non-refundable.

Business Management Studies

Satisfactory completion of six courses, four of which are mandatory from two of the groups "A" to "E". The remaining two courses may be drawn from groups "A" to "F", or from non-OMDP, College-approved related courses.

Group A: Business Management/ General

OMDP 922 Management for Results
OMDP 930 Management by Objectives and Results
OMDP 931 Successful Small Business Management (Fall and Spring)

Group B: Financial Control

OMDP 902A Ontario Business Law I
OMDP 902B Ontario Business Law II (Winter only)
OMDP 953 Bookkeeping
OMDP 925 Practical Financial Management

Group C: Marketing

OMDP 903 How to Develop Your Business
OMDP 923 Professional Selling Skills: (The ABC's of Selling)
OMDP 948 How to Operate a Successful Retail Store (Fall and Winter)
OMDP 933 Managing the Marketing Function
OMDP 936 Marketing for Small Business

Group D: Production

OMDP 940 Effective Supervision — Production (Fall and Spring only)
OMDP 908 Effective Supervision — Administration

Group E: Personnel Management and Labour Relations

OMDP 907 Effective Supervision — Human Relations
OMDP 912 Management Skills in Personnel Selection (Fall and Winter)
OMDP 906 People Management: Tools & Techniques (Fall and Spring)
OMDP 941 Effective Labour Relations (Winter)
OMDP 942 Effective Supervision — Communications (Fall and Spring)

Group F: Electives

OMDP 914 How to Start a Small Business
OMDP 900 Management Functions for Supervisors (Winter and Spring)
OMDP 905 Starting and Running a Small Business ("Frontrunners")

Supervisory Studies:

Satisfactory completion of six courses, two of which are from group A, one from group B, and one from group C. The remaining two may be OMDP or non-OMDP courses provided they offer training or education in the supervisory function.

Group A: Human Resources

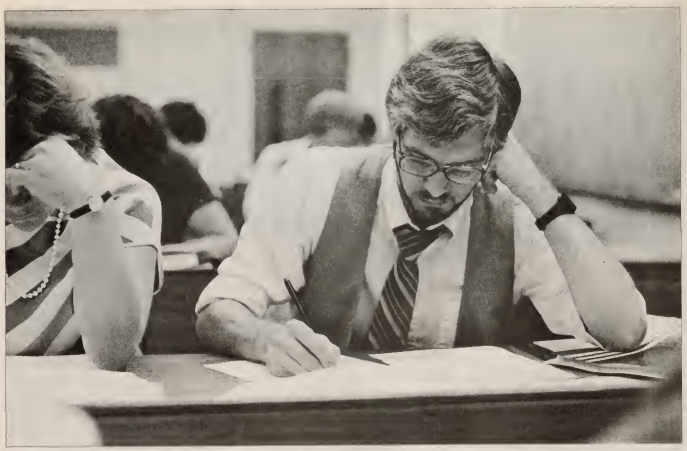
OMDP 907 Effective Supervision — Human Relations
OMDP 942 Effective Supervision — Communications (Fall and Spring)
OMDP 900 Management Functions for Supervisors (Winter and Spring)
OMDP 953 Bookkeeping
OMDP 954 Effective Communication in Today's Business World (Fall and Spring)
OMDP 957 The Supervisor — Managing Resources (Winter only)
OMDP 955 The Supervisor — Training and Developing Staff
OMDP 956 Leadership (Winter and Spring)

Group B: Work-Related

OMDP 940 Effective Supervision — Production (Fall and Spring only)
OMDP 908 Effective Supervision — Administration

Group C: Electives

OMDP 922 Management For Results
OMDP 930 Management By Objectives & Results
OMDP 906 People Management Tools & Techniques (Fall and Spring)
OMDP 941 Effective Labour Relations (Winter)



Ontario Management Development Program

Management Functions for Supervisors

An introduction to the management process, budgeting and interviewing. Other topics include: the role of the supervisor, time management, decision making, allocating human resources, meeting management, performance appraisals, women as supervisors, and supervising women.
Thurs. 6 to 9 p.m. St. James Campus
30 hours Fee: $45.00 Materials: $25.00 plus text as required.
April 20 to June 22 • **OMDP 900**

Ontario Business Law I

Gain an understanding of the law as it applies to Canadian business. Learn to communicate better with lawyers and make the best use of legal advice. Case studies are the main method of instruction.
Sat. 9 a.m. to 12 noon or
Mon. to Fri. 9 a.m. to 4 p.m. St. James Campus
30 hours Fee: $45.00 Materials: $5.00 and purchase of course kit and text as required. See equivalency for CCUI page 43.
April 15 to June 24
July 17 to July 21 • **OMDP 902A**

People Management: Tools and Techniques

Learn to deal more effectively with the people in your organization. Topics covered include: an overview, organization planning, motivation, selection of personnel, induction and training, performance and appraisal, compensation, industrial relations, communication, and constructing an effective working environment.
Thurs. 6 to 9 p.m. or
Mon. to Fri. 9 a.m. to 4 p.m. St. James Campus
30 hours Fee: $45.00 Materials: $5.00 plus purchase of course kit and text as required.
April 20 to June 22
June 12 to June 16 • **OMDP 906**

Effective Supervision in Human Relations

Gain an understanding of the various aspects of managing people. Topics include: understanding people, selection and induction, how to train employees, developing and maintaining morale, compensation, salary administration, effective communications, appraising employee performance, job satisfaction, leadership, planning and organizing for results, union relations, and resistance to change.
Thurs. 6 to 9 p.m. or Mon. to Fri. 9 a.m. to 4p.m. St. James Campus
30 hours Fee: $45.00 Materials: $5.00 plus purchase of course kit and text.
April 20 to June 22
July 10 to July 14 • **OMDP 907**

Effective Supervision in Administration

How to become a more decisive and effective supervisor. Learn how to evaluate employee performance and when to take corrective action to remedy problems. Apply the techniques of flowcharting and layout analysis to improve administration.
Wed. 6 to 9 p.m. or Mon. to Fri. 9 a.m. to 4 p.m. St. James Campus
30 hours Fee: $45.00 Materials: $5.00 plus purchase of course kit and text as required.
April 19 to June 21
June 26 to June 30 • **OMDP 908**

How to Start a Small Business

A complete how-to course, from establishing your business to running it profitably. Topics include: legal business forms, start-up costs, finding financing, marketing, staffing, purchasing, inventory control, financial statements, financial control and government regulations.
Mon. or Thurs. 6 to 9 p.m. or Mon. to Fri. 9 a.m. to 4 p.m.
St. James Campus
30 hours Fee: $45.00 Materials: $5.00 plus purchase of course kit and text as required.
April 17 or 20 to June 26 or 22
June 12 to 16 • **OMDP 914**

Management for Results

Improve managerial skills through an understanding of the process of delegation and the concepts of job enrichment and management by objectives.
Wed. 6 to 9 p.m. or Mon. to Fri. 9 a.m. to 4 p.m.
St. James Campus
30 hours Fee: $45.00 Materials: $5.00 plus purchase of course kit and text as required.
April 19 to June 21
June 5 to 9 • **OMDP 922**
Note: It is recommended that this be the final course for the Business Management Certificate.

Professional Selling Techniques

(NOTE: Formerly The ABCs of Selling)
Become a more professional salesperson by gaining a better understanding of your customers' needs. Topics include: know your competition, research product information, when and how to close the sale, successful product demonstration, and the value of using sources of justification.
Tues. 6 to 9 p.m. or Mon. to Fri. 9 a.m. to 4 p.m.
St. James Campus
30 hours Fee: $45.00 Materials: $5.00 plus purchase of course kit and text as required.
April 18 to June 20 • **OMDP 923**
June 19 to 23

Practical Financial Management

Prerequisite: Knowledge of basic accounting. Foster your understanding and appreciation of basic financial statements. Develop an analytic approach to financial planning as an aid to determining the profitability of projects and growth of operations.
Wed. 6 to 9 p.m. or Mon. to Fri. 9 a.m. to 4 p.m.
St. James Campus
30 hours Fee: $45.00 Materials: $5.00 plus purchase of course kit and text as required.
April 19 to June 21
July 17 to July 21 • **OMDP 925**

Management by Objectives and Results

Through practical activities, gain an understanding of the principles of management by objectives and learn to apply the techniques to your business.
Mon. 6 to 9 p.m. or Mon. to Fri. 9 a.m. to 4 p.m.
St. James Campus
30 hours Fee: $45.00 Materials: $5.00 plus purchase of course kit and text as required.
April 17 to June 26
June 19 to June 23 • **OMDP 930**

Successful Small Business Management – Introductory Level

Improve your managerial skills through a study of such topics as: decision making, problem solving, developing a good staff, getting the message across, control, and managing for healthy growth.
Thurs. 6 to 9 p.m. St. James Campus
30 hours Fee: $45.00 Materials: $5.00 plus purchase of course kit and text as required.
April 20 to June 22 • **OMDP 931**

Managing the Marketing Function

Introduces and explains the marketing function. Topics include: the marketing environment, consumer behaviour, marketing and forecasting, and the importance of the customer.
Mon. 6 to 9 p.m. St. James Campus
30 hours Fee: $45.00 Materials: $5.00 plus purchase of course kit and text as required
April 17 to June 26 • **OMDP 933**

Marketing for Small Business

This introductory course on basic marketing is designed for people with little or no background in marketing. Learn to apply the basic tools of marketing to a small- or medium-sized business.
Thurs. 6 to 9 p.m. or Mon. to Fri. 9 a.m. to 4 p.m.
St. James Campus
30 hours Fee: $45.00 Materials: $5.00 plus purchase of course kit and text as required.
April 20 to June 22
June 5 to 9 • **OMDP 936**

Effective Supervision – Production

For supervisors, aspiring supervisors and forepeople in a production or manufacturing industry. Topics include: the role of the supervisor, principles of effective supervision, employee motivation, planning, developing and implementing a daily work schedule, setting objectives, measuring results and efficiency.
Mon. 6 to 9 p.m. or Mon. to Fri. 9 a.m. to 4 p.m.
St. James Campus
30 hours Fee: $45.00 Materials: $5.00 plus purchase of course kit and text as required.
April 17 to June 26
July 10 to 14 • **OMDP 940**

Effective Supervision – Communications

Assists supervisors and management personnel in improving verbal and written communication techniques. Topics include: learning to listen, barriers to communication, common problems, and the meaning of communication.
Wed. 6 to 9 p.m. St. James Campus
30 hours Fee: $45.00 Materials: $5.00 plus purchase of course kit and text as required.
April 19 to June 21 • **OMDP 942**

Bookkeeping

An introduction to basic bookkeeping that shows how accounting can help to manage a small business effectively. This course is not equivalent to BOK 552XA.
Sat. 9 a.m. to noon or Mon. to Fri. 9 a.m. to 4 p.m.
St. James Campus
30 hours Fee: $45.00 Materials: $5.00 plus purchase of course kit and text as required.
April 22 to July 8
June 26 to 30 • **OMDP 953**

Effective Communication in Today's Business World

For administrators, managers and supervisors who want to improve their interpersonal communication skills. Topics include: negotiating and dealing with the individual, speaking out, communication for results, leadership training, using task groups to solve problems, handling conflicts, creativity and brainstorming.
Sat. 9 a.m. to 3 p.m. St. James Campus
30 hours Fee: $45.00 Materials: $5.00 plus purchase of course kit and text.
April 22 to June 3 • **OMDP 954**

The Supervisor – Training and Developing Staff

Techniques for supervisors on how to train and develop staff. Topics include: setting standards, evaluating performance, counselling employees, how to run a better meeting, decision making techniques, and training in job skills.
Mon. 6 to 9 p.m. St. James Campus
30 hours Fee: $45.00 Materials: $25.00 plus purchase of text as required.
April 17 to June 26 • **OMDP 955**

Leadership

Designed to further develop the supervisor's role as a leader. Topics include: job enrichment, leadership styles and characteristics, styles of handling conflicts, developing and maintaining morale, motivation through achievement, and developing communication skills.
Mon. 6 to 9 p.m. St. James Campus
30 hours Fee: $45.00 Materials: $25.00 plus purchase of text as required.
April 17 to June 26 • **OMDP 956**

The Supervisor – Managing Resources

Supervisors learn to use the resources available to them. Topics include: improving productivity, managing the workload, setting goals, planning, organizing and leading, coordinating and controlling, managing physical resources, training and instructing employees, and the role of the supervisor.
Tues. 6 to 9 p.m. St. James Campus
30 hours Fee: $45.00 Materials: $25.00 plus purchase of text as required.
April 18 to June 20 • **OMDP 957**

Canadian Credit Union Institute (CCUI)

The CCUI Fellows' Program consists of 10 courses (three parts) designed to increase professional competence of personnel in co-operative finance so that credit unions can more effectively contribute to the development of Canadian society.
Complete details on this program may be obtained from:

Credit Union Central of Ontario
180 Duncan Mill Road
Don Mills, Ontario M3B 3K3
(416) 441-2900

Admission Requirements: Admission is restricted to employees of credit unions or co-operative industries which are members of CCCS. In addition, applicants must meet the entrance requirements of George Brown College.

Program: The Program includes six compulsory courses and four options from among the approved courses. Only two options under each subject category are allowed.

EQUIVALENCY COURSE LIST

CCUI	COURSE No.	GEORGE BROWN
Letter of Recognition		
Accounting	ACC 100X	Accounting I
Business Administration	BUS 900A	Business Management I
Letter of Commendation		
Economics	EC 903	Economics
Marketing	MARK 100X	Marketing
Plus 2 approved options		
Fellows' Designation		
Business Strategy		N/A
Co-operative Studies		Available only through CCUI
Plus 2 approved options		

APPROVED OPTIONS

Business – General		
Business Law	OMDP 902A	Ontario Business Law I (half-credit)
	OMDP 902B	Ontario Business Law II (half-credit)
	LAW 200	Commercial Law
Management of Financial Resources		
Management Accounting	ACC 202X	Cost Accounting I
Management Information Systems	EDP 800	Microcomputers in Business
Management of Human Resources		
Personnel Management	OMDP 906	People Management: Tools & Techniques (half-credit)
	OMDP 907	Effective Supervision: Human Relations (half-credit)
Organizational Behaviour	PSY 908	Psychology in the Workplace (see Liberal Studies)
Communications	OMDP 942	Effective Supervision – Communication (half-credit)
Marketing		
Consumer Behaviour	MARK 906	Consumer Behaviour
Promotion Management	MARK 904	Introduction to Advertising
Quantitative Methods		
Computer Concepts	EDP 100X	Introduction to Business Computing

Architectural

The Certified Construction Associate (CCA) Program

The National Association of Women In Construction will award a certificate as a Certified Construction Associate (CCA) upon successful completion of the following courses:
DR 906 –Part I – Environment of the Construction Industry,
DR 907 – Part II – Process of Management, DR 908 – Part III – Human Resources,
DR 909 – Part IV – Labour Relations,
DR 910 – Part V – Business Analysis,
DR 911 – Part VI – Construction Principles

Heating Fuels Certificate

A Certificate in Heating Fuels will be awarded on successful completion of the following courses:
HT 910 – Gas Fitter I,
HT 907 – Gas Fitter II,
HT 913 – Oil Burner II,
HT 915 – Basic Electricity and Controls,
HT 919 – Propane Gas (Fitter S2)

Residential Heating and Air Conditioning Certificate

A Certificate in Residential Heating and Air Conditioning will be awarded on successful completion of the following courses:
AIR 905 – Air Conditioning, Residential and Small Commercial,
HT 900 – Warm Air Heating and Air Conditioning,
HT 907 – Gas Fitter II,
HT 913 – Oil Burner II,
HT 915 –Basic Electricity and Controls.

Balancing of Mechanical Systems Certificate

A Certificate in Balancing and Mechanical Systems will be awarded on successful completion of the following courses:
AIR 900 – Air Conditioning Design I,
AIR 901 – Air Conditioning Design II,
AIR 905 – Air Conditioning Residential and Commercial,
AIR 910 – Building Mechanical Systems Advanced Balancing Procedures,
SM 911 – Sheet Metal Pattern Drafting

Stationary Engineering Fourth Class Certificate

A Certificate in Stationary Engineering Fourth Class will be awarded on successful completion of the following courses:
STAT 941 – Power Plant Applied Science, STAT 942 – Power Plant Chemistry,
STAT 943 – Power Plant Boilers and Auxiliaries,
STAT 944 – Power Plant Heating, Refrigeration and Air Conditioning,
STAT 945 – Power Plant Electrics and Instrumentation, STAT 946 – Power Plant Applied Mechanics

Stationary Engineering Third Class Certificate

A Certificate in Stationary Engineering Third Class will be awarded on successful completion of the following courses:
STAT 931 – Power Plant Applied Science, STAT 932 – Power Plant Chemistry,
STAT 933 – Power Plant Boilers and Auxiliaries,
STAT 934 – Power Plant Heating, Refrigeration and Air Conditioning,
STAT 935 – Power Plant Electrics and Instrumentation,
STAT 936 – Power Plant Applied Mechanics

Stationary Engineering Second Class Certificate

A Certificate in Stationary Engineering Second Class will be awarded on successful completion of the following courses:
STAT 921 – Power Plant Applied Science, STAT 922 – Power Plant Chemistry,
STAT 923 – Power Plant Boilers and Auxiliaries,
STAT 924 – Power Plant Heating, Refrigeration and Air Conditioning,
STAT 925 – Power Plant Electrics and Instrumentation,
STAT 926 – Power Plant Applied Mechanics,
STAT 927 – Power Plant Drawing

Stationary Engineering First Class Certificate

A Certificate in Stationary Engineering First Class will be awarded on successful completion of the following courses:
STAT 911 – Power Plant Applied Science, STAT 912 – Power Plant Chemistry,
STAT 913 – Power Plant Boilers and Auxiliaries,
STAT 914 – Power Plant Heating, Refrigeration and Air Conditioning,
STAT 915 – Power Plant Electrics and Instrumentation,
STAT 916 – Power Plant Applied Mechanics,
STAT 917 – Power Plant Statics and Fluids,

Architecture

Architectural Drafting — Part II

Prerequisite: Successful completion of Part I, employment in architectural drafting at the junior level, or graduation at the grade 12 level in architectural drafting.
Course Content: Planning drawing layout; drawing plans, elevations, full sections, details and structural drawings of commercial or industrial buildings.
Mon. and Wed. 7 to 10 p.m.
Casa Loma Campus
60 hours Fee: $90.00
April 17 to June 26 • **DR 901**

Heating/Air Conditioning

Residential Heat Pumps

Prerequisites: REF 900 - Refridgeration - Part I, or AIR 905 - Air Conditioning, Residential and Commercial, or equivalent.
Course content: Review of refridgeration fundamentals and air conditioning systems in the home. Basic heat pump cycle and heat pump application. In depth investigation operation. Installation and service, procedures and problems. Typical electrical control circuitry and operation. Efficiency measurements as: C.O.P., E.E.R. and S.E.E.R. balance point determination.
Tues. and Thurs. 6 to 9 p.m.
Casa Loma Campus
30 hours Fee: $45.00
May 2 to June 1 • **AIR 908**

High Efficiency Gas Furnaces and Boilers

Prerequisite: Gas Fitter II licence.
Learn to install and service high efficiency furnaces. Topics covered include: steady state and seasonal efficiency; improving season efficiency with retro-fitting; types of furnaces and boiler designs, how these designs achieve semi- and full condensing of the flue gases; principles of, and required control systems for induced draft firing, forced draft firing and pulse combustion; installation requirements for the major types of high efficiency furnaces; application, circuitry and settings of programmable thermostats; servicing and troubleshooting.
Tues. and Thurs. 6 to 9 p.m.
Casa Loma Campus
30 hours Fee: $45.00
April 18 to May 18 • **HT 922**

Propane (Plant Operator 3)

Provides the necessary knowledge of propane to write the Fuels Safety Branch Plant Operators licence. Topics covered include: properties of propane, safety procedures, filling propane containers and propane powered vehicles, and maintenance of the filling plant.
Tues. and Thurs. 6:30 to 9:30 p.m.
Casa Loma Campus
6 hours Fee: $20.50
May 9 to 11 • **HT 921**

Masonry

Bricklaying

Learn all about the tools, equipment and materials used by bricklayers as well as the types, sizes and characteristics of bricks. The types and preparation of mortars using various bonding agents in all weather are also covered as well as the layout of walls, pilasters and piers using various bonds.
Tues. and Thurs. 7 to 10 p.m.
Casa Loma Campus,
60 hours Fee: $90.00
April 4 to June 8 • **MAS 900**

Stationary Engineering

The Stationary Engineering courses are divided into modules which cover the material needed to write the ministry examinations for accreditation towards a certificate. However, enrolment in any of these courses does not automatically entitle the student to write the ministry examinations. It is the responsibility of the student to determine eligibility with the Ministry of Colleges and Universities. Additional modules are offered in the fall and winter terms.

Power Plant Heating, Refrigeration and Air Conditioning – 2nd Class

Course Content: This course covers the following topics: Air and Gas Compression (III); Heating, Refrigeration and Air Conditioning (III).
Mon. and Wed. 6 to 9 p.m.
Casa Loma Campus
24 Hours Fee: $36.00
April 17 to May 10 • **STAT 924**

Power Plant Applied Mechanics – 2nd Class

Course Content: This course covers Turbines.
Mon. and Wed. 6 to 9 p.m.
Casa Loma Campus
27 Hours Fee: $40.50
June 19 to July 19 • **STAT 926**

Power Plant Drawing – 2nd Class

Course Content: This course covers Blueprint Reading (I).
Mon. and Wed. 6 to 9 p.m.
Casa Loma Campus
12 Hours Fee: $18.00
May 29 to June 7 • **STAT 927**

Power Plant Applied Science —3rd Class

Topics covered include: Mathematics (II), Physics (II), and Thermodynamics (II).
Mon. and Wed. 6 to 9 p.m.
Casa Loma Campus
36 hours Fee: $54.00
May 15 to June 26 • **STAT 931**

Power Plant Applied Mechanics — 3rd Class

Course Content; This course covers the following topics: Turbines (I); Internal Combustion Engines (II).
Mon. and Wed. 6 to 9 p.m.
Casa Loma Campus
18 hours Fee: $27.00
April 10 to April 26 • **STAT 936**

Power Plant Electrics and Instrumentation — 4th Class

Course Content: This course covers the following topics: Electricity (I); Instrumentation and Controls (I).
Tues. and Thurs. 6 to 9 p.m.
Casa Loma Campus
30 hours Fee: $45.00
April 25 to May 25 • **STAT 945**

Professional Driver Improvement Course

Techniques and strategies for commercial straight truck and tractor trailer drivers to assist them in preventing collisions. This series of lectures is designed for professionals in the transportation, education and safety fields.
For more information about this course, call Ms. C. Wengle at 967-1212, ext. 3206.
100 Cherry St.
8 hours Fee: $40.00
Dates: *Continuous.* • **TRAN 905**

Dual Air Brake System

Provides transport drivers with a working knowledge of a dual air brake system. This course is useful for the proposed mandatory air brake endorsement introduced to all holders of Ontario Classified Drivers Licences.The following topics are covered in the eight sessions: Braking Systems– Introduction, Part I — Single Air– Air Brake System, Part II — Dual Air - Air Brake System, Part III — Troubleshooting
For more information about this course, call Ms. C. Wengle at 967-1212, ext. 3206.
100 Cherry St.
10 hours Fee: $60.00
Dates: *Continuous.* • **TRAN 906**

Driver Instructor Education Course

Prerequisite: Applicants must first receive authorization from a Ministry of Transportation and Communication Driver Examination Centre. This course is conducted in accordance with the regulations established by the Ministry of Transportation and Communications which govern the licensing of driving instructors.
130 Hours (90 classroom hours, 40 in-car hours) Fee: $850.00
Evening Course/Day Course
Tues. and Thurs. and some Saturdays.
For more information please contact the Industrial Training Division at 362-8522.

Tractor Trailer Training

Prerequisite: Ontario "D" Licence, heavy straight truck experience.
Trains the student to operate tractor trailer units with multi-range transmissions under varying load conditions. Hands-on experience with various tractor trailer units is included. Other topics discussed are: vehicle inspection, air brakes, coupling and uncoupling the tractor trailer combination, backing manoeuvers and driving in light and heavy traffic.
Sat. 8 a.m. to 6 p.m.
For more information about this course, call Ms. C. Wengle at 967-1212, ext. 3206.
100 Cherry Street
60 hours Fee: $1244.00 Material Fee: $100.00
• **TRAN 900**

Straight Truck Training

Prerequisite: Class G licence; 1 year driving experience in car, knowledge of manual transmission.
Students learn to operate straight trucks equipped with 5 speed transmissions and 2 speed axles and ten speed Fuller transmissions. Other topics discussed are vehicle inspection, air brakes,

backing, manoeuvers, and driving in light and heavy traffic.
Evenings or Saturdays, time to be determined.
For more information about this course, call Ms. C. Wengle at 967-1212, ext. 3206.
100 Cherry St.
40 hours Fee: $500.00 Material Fee: $75.00
Dates: *TBA* • **TRAN 904**

Professional – Tractor Trailer Training

Prerequisite: Class G License; 1 year driving experience in car, knowledge of manual transmission.
This course provides the student with the skills to professionally operate Tractor Trailer units with manual multi-range transmissions under varying load conditions. These skills are acquired by involving students in a theory and practical classroom environment. The topics discussed in these two learning locations are: vehicle inspection, air brakes, coupling and uncoupling the tractor trailer combination, backing manoeuvres and driving actual vehicles in both city and highway traffic condiditons.
For more information about this course, call Ms. C. Wengle at 967-1212, ext. 3206.
100 Cherry St.
120 hours Fee: $2000.00 Material Fee: $100.00
Dates: *TBA* • **TRAN 907**

Air Brake Instructors Course

Prerequisite: Basic knowledge of air brake system. This course covers preparation for instruction, objectives, timetables, and a complete review of the air brake system as required by Canadian Motor Vehicle Safety Standards 121. This course includes practical demonstrations given on a single and dual air brake board.
For more information about this course, call Ms. C. Wengle at 967-1212, ext. 3206.
Mon. through Fri. 8 a.m. to noon
100 Cherry Street
20 hours Fee: $208.00 • **TRAN 800**

Classified Driver Improvement Program

Prerequisite: Commercial driver.
This course covers the following topics: defensive driving, occupational health and safety, first aid, and dangerous goods. This course is designed to introduce the commercial driver to the legal responsibilities they have as the operators of a transport vehicle and driving strategies and techniques designed to assist in preventing collisions.
For more information about this course, call Ms. C. Wengle at 967-1212, ext. 3206.
Mon., Tues. and Wed. 6 to 10 p.m.
100 Cherry Street
12 hours Fee: $60.00 Material Fee: $25.00
Dates: *Continuous.* • **TRAN 801**

Transport Driver Training Course

Prerequisite: Classified licence holder.
This course covers the following topics: orientation; professional standards; and documentation in truck transportation. The course is designed to introduce the student to the importance of driver documentation.
For more information about this course, call Ms. C. Wengle at 967-1212, ext. 3206.
Tues., Wed. and Thurs. 6 to 10 p.m.
100 Cherry Street
12 hours Fee: $60.00
Dates: *Continuous.* • **TRAN 802**

George Brown College in collaboration with Women's College Hospital presents Childbirth Educators Program

This Program is of interest to people who have completed post-secondary education and have a demonstrated interest in childbirth education and adult education. Its comprehensive approach to training is aimed at developing skills, knowledge and increased awareness of the childbirth and parenting experience.
Entrance requirements include:
• evidence of post-secondary training
• attendance at an interview/information session
• a resumé
For more information, please call Jackie Salmona at 967-1212, ext. 4229.

Post Diploma Nursing Certificates

R.N. Critical Care Nursing

Prerequisite: Current Certificate of Competence, College of Nurses of Ontario or, if from out-of-province, eligibility for registration in Ontario; current nursing experience in an active treatment centre; Basic Rescuer (Heart & Stroke Foundation); medical; attendance at an information/selection session.
The goal of this program is to prepare registered nurses to give competent care to critically ill individuals and their families. The program is built upon a sound knowledge of nursing models and nursing process, and is organized in two phases — each consisting of a theory and a clinical component. In Phase I, the focus is on learning core concepts of critical care nursing through a study of the stable, critically ill individual. In Phase II, a case study format is used to build upon the core concepts and focus upon the unstable, critically ill individual suffering from complex, multisystem problems. Students will normally complete Phase I in two semesters and then return for Phase II the following academic year. Students who have been working in an I.C.U. setting for at least one year are eligible to apply for exemption from Phase II Clinical (CCN 404X).
Theory includes:
• advanced anatomy and physiology of the vital systems (i.e., cardiovascular, respiratory, renal, nervous and endocrine)
• pathology of selected diseases including medical assessment and management
• systematic nursing assessment of all\ body systems
• use of nursing process in the critical care setting
• relevant medical-moral issues
• legal aspects of critical
Phase I Fall Schedule Theory (Nightingale Campus) Wednesdays, 8 a.m. to 3 p.m. September 14 to November 16. 1988
Nightingale Campus, Clinical (Hospital to be posted) Monday – Friday, 7:30 a.m. to 3:30 p.m. Fall, 1988.
Winter Schedule Theory (Nightingale Campus) Wednesdays, 8 a.m. to 3 p.m. January 11 to March 14, 1989 Clinical (Hospital to be posted) Monday – Friday, 7:30 a.m. to 3:30 p.m. Spring, 1989
• **NU 400**

NOTE: PHASE I courses are taught as an integrated program and students are therefore asked to register for all four courses at the same time. PHASE II Fall Schedule Theory (Nightingale Campus) Tuesdays 8 a.m. to 3 .m. Clinical dates to be arranged. This program is also offered as a full-time 16-week program. For further information, please call Nazlin Allidina at 967-1212, ext. 4231.

R.N. Perinatal Intensive Care Nursing

Prerequisites: Current certificate of competence, College of Nurses of Ontario; out-of-province students must be eligible for registration in Ontario; current nursing experience in the area of perinatology (i.e. obstetrics, nursery, NC.U.) is an advantage, Basic Rescuer (Heart & Stroke Foundation), medical; attendance at an information/selection session.
This program is built upon a sound knowledge of nursing models and nursing process, and is designed to train registered nurses to provide comprehensive care to critically ill newborns in an intensive care setting and to provide support to their families. • **NU 406**

This program is offered on both a full-time and part-time basis. The part-time program runs on Thursdays at Nightingale Campus (clinical dates to be arranged). For further information, please call Heather Urquhart at 967-1212, ext. 4236.

R.N. Operating Room Nurse

Prerequisites: As for R.N. Critical Care Nursing. This program prepares R.N.s to function competently as team members in an operating room.
The program is organized in three phases. Phase I consists of six weeks of theory and labs including:
• relevant anatomy and physiology – principles of asepsis
• duties of scrub and circulating nurses
• intensive study of surgical interventions, their indications and complications.
Phase II is an 8 week practicum. During this time, the student rotates through several services, including: general surgery, gynecology, urology, E.N.T., orthopaedics, plastics, opthalmology, and observes in neurosurgery and cardiovascular surgery. Clinical practice is arranged in one of the Toronto hospitals.
Phase III focuses on consolidation and introduces organizational behaviour to prepare nurses to function as first level supervisors. Topics covered include: management theory based on a behavioural human relations framework, and an exploration of research methodology. A certificate is awarded upon successful completion of all courses. • **NU 401**

This program is normally offered full-time in September and February. It may be offered part-time, based upon demand. For more information please call Virginia Pollock at 967-1212, ext. 4231.

R.N. Occupational Health Nursing

The Collaborative Community College Program for Occupational Health Nurses

Prerequisites: Current Ontario certificate of competence and one year of accumulated experience in nursing within the last five years. Preference is given to nurses currently employed in occupational health nursing. For more information call Jackie Salmona at 967-1212 ext. 4229.
This academic year, George Brown College is scheduled to offer one of the ten courses in this program. • **NU 408**

Added Skills

Body Systems Update: Conditions, Tests, Procedure

Prerequisite: R.N.
This course is designed to provide the Registered Nurse with a comprehensive review of the body's major systems: Cardiovascular, Respiratory, Renal, Endocrine and Neurological. Course content includes:
• Review of Anatomy and Physiology of above systems
• Fluids and Electrolytes
• Arterial blood gases
• Management of patients with the following conditions: diabetic and nonketotic hyperosmolar coma, hypercalcemia, myocardial infarction.

R.N. Examination Review

Assists graduate nurses in preparing to write the nurse registration examinations in Ontario. In a seminar format, students review the most frequently encountered nursing situations in medical, surgical, maternity, pediatric and psychiatric nursing. Students are given guidelines on how to write multiple choice examinations and get practice writing comprehensive tests similar tb the provincial registration examinations.
Mon. and Thurs. 6 to 9 p.m.
Nightingale Campus
54 hours Fee: $67.50
March 9 to May 15 • **NURS 927**
No classes March 20 & 23

tracheostomies, airways, fluid and electrolyte imbalances
• Interpretation of arterial blood gases, CBC, PT, PTT, electrolytes
• Nursing care of patients undergoing diagnostic tests such as CT scans, lung scans, magnetic resonance imaging, angiograms
• Discussion of Hickman and Porto Cath lines.
Tues. 6 to 9 p.m. Nightingale Campus
36 hours Fee: $54.00
April 4 to June 20 • **NURS 951**

Cardiac Monitoring

Certificate in Cardiac Monitoring

The purpose of this 2-part certificate is to provide members of the health care team with the skills and knowledge necessary to analyse and interpret arrhythmias and 12-lead electrocardiograms.

Part I Interpretation of Arrhythmias

Prerequisite RN or permission from the instructor. This course is designed to provide knowledge and skill in the interpretation of arrhythmias. Course content includes: introductory principles; vectors; anatomy and electrophysiology of the heart and conduction system; autonomic nervous system; cardiac electrophysiology; systematic analysis for basic and advanced rhythm strips; cardiac arrests; heart blocks; drug therapy; pacemakers and bedside monitoring.
Tues. 6 to 9 p.m. Nightingale Campus
36 hours Fee: $54.00
Fall, 1989 • **NURS 953**

Part II 12-Lead ECG: Analysis and Interpretation

Prerequisites: Registered nurse, a recent basic course in arrhythmias and/or recent experience in working with cardiac monitors.
An advanced course in the analysis and interpretation of normal and selected abnormal 12-lead electrocardiograms. Topics include: a study of the heart and its electrical activity, myocardial ischemia and infarction, ventricular hypertrophy and atrial enlargement, pericarditis, pericardial effusion, intraventricular conduction defects, abberancy, myocardial aneurysm, electrolyte abnormalities and drugs. The course includes practical work, quizzes and a final exam.
Tues. 6 to 9 p.m. Nightingale Campus
36 hours Fee: $54.00
Winter, 1990 • **NURS 933**

Registered Nursing Assistants

R.N.A.: Physical Assessment

Prerequisite: Current certificate of competence as an R.N.A. in Ontario.
This course assists R.N.A.s in developing basic physical assessment skills with adult patients. The course covers recognition of the range of normal findings with some discussion of common

CITY CPR CENTRE

George Brown The City College

You are faced with a life-threatening situation. Someone is suffering from a heart attack, drowning, electrocution, or accident. Are you prepared? The City C.P.R. Centre offers a variety of C.P.R. and First Aid courses to meet the needs of the general public and helping professions. Invest as little as 4 hours to buy some peace of mind.

For information about any of our C.P.R./First Aid courses please call Sheryl Wallis at 971-8812.
Students must register at least one week prior to the start date of the course.
All of the courses involve some degree of physical contact with fellow students.
All C.P.R. and First Aid courses result in certification from the Heart and Stroke Foundation of Ontario and/or Canadian Red Cross

General Public

Infant and Child CPR

Developed in collaboration with the Poison Information Center and Family Information Center of The Hospital for Sick Children. Children and accidents seem to go together. That's why we offer courses in Infant/Child C.P.R.
Learn: C.P.R. techniques for infants and children — child safety — poison prevention — how to child-proof your environment — ways to use community emergency resources — and more!!
Nightingale Campus
4 hours Fee: $20.00
Mon. 6 to 10 p.m.*May 15, June 12*
Sun. 1 to 5 p.m.
May 28, June 25, Aug 20 • **CPR 905**
Note: Courses can be run in your home or organization (minimum enrollment 6 people). We also offer an Infant/Child C.P.R. course especially designed for the daycare setting.

Managing Basic Child Care Emergencies: A Workshop for Nannies

The City C.P.R. Centre provides workshops designed for nannies working with young children. The purpose of these workshops is to provide the knowledge and skills required to assess and manage basic child-centered home emergencies such as bleeding, blocked airways, shock and poisoning. The workshop covers emergency first aid and Infant/Child C.P.R. Certification should be renewed yearly.
Nightingale Campus
10 hours Fee: $15.00 Material Fee: $25.00
Wed. 6:15 to 9:30 p.m.
May 17, 24, 31
Friday 6 to 9 p.m. and Sat. 9 a.m. to 4 p.m.
June 16, 17 • **CARE 911**

Heartsaver

Set aside some time, bring a friend or a spouse, and learn to become a Heartsaver. Learn what a heart attack is, how to recognize it and what actions to take. One-rescuer C.P.R. and emergency skills for choking will be featured.
Nightingale Campus
4 hours Fee: $15.00
Sun. 1 to 5 p.m.
May 28 or June 25 • **CPR 901**

Managing Basic Emergencies

The City C.P.R. Centre provides courses designed to help people deal with life threatening emergencies. The knowledge and skills are acquired to help students deal with emergences such as bleeding, choking, shock and poisoning. Discussion involves heart disease, heart attack, how to recognize it and what to do about it. One rescuer adult C.P.R. and emergency skills for the choking adult will be featured. This course is especially useful for those in the business setting. The workshop covers Emergency First Aid and the Heartsaver program. Certification should be renewed yearly.
Nightingale Campus
10 hours Fee: $15.00
Materials Fee: $25.00
Wed. 6:15 to 9:30 p.m.
June 14, 21, 28
Fri. 6 to 9 p.m. and Sat. 9 a.m. to 4 p.m.
May 12, 13 • **CARE 912**

First Aid — Standard

Provides students with knowledge and skills in standard first aid procedures according to the guidelines established by the Canadian Red Cross Society. Certification is valid for 3 years.
Nightingale Campus
15 hours Fee: $22.50
Materials: $20.00
Sat. & Sun. 9 a.m. to 5 p.m.
May 27, 28 /June 24, 25
• **HEAL 102X**

Advanced First Aid

Prerequisite: Must have completed the Red Cross Standard First Aid and have current Basic Rescuer certificate.
This 40 hour course follows the guidelines of the Canadian Red Cross. It is designed for the First Aider who wishes to expand the knowledge and skills learned in the Standard First Aid course and/or who wishes to go on to become a First Aid Instructor. All registrants must contact Sheryl Wallis at 971-8812 to receive pre-course material.
Nightingale Campus
40 hours Fee: $60.00 Materials: $50.00
Fri. 5:30 to 9:30
Sat./Sun. 9 a.m. to5 p.m.
April 21, 22,23 and May 5, 6, 7
Mon. to Fri. 8 a.m. to 5 p.m.
August 21 to August 25 • **HEAL 901**

When to Call Your Child's Doctor

Your 2 year old wakes up at night with the croup. The baby has developed a fever. Your child returns home from daycare with a note that reads "Chicken pox". What do you do? We have designed a course to help parents recognize and treat common childhood illnesses and injuries. Emphasis will be placed on what signs and symptoms warrant a trip to the doctor.
Nightingale Campus
10 hours Fee: $15.00
Thur. 6:15 to 9:30 p.m.
May 11 to May 25 • **KIDS 901**
Note: This is not a certificate course.

For the Helping Professions

Neonatal Resuscitation

This course is designed to update skills and knowledge in the principles and procedures of neonatal resuscitation. Course content includes: transition to extrauterine life; acid/base balance; predisposing maternal/fetal conditions; neonatal conditions requiring resuscitation; infant resuscitation (delivery room, nursery); advanced life support; and an infant resuscitation practice session. This course is available at Nightingale Campus or on-site at clinical locations. To arrange a course at your institution (min. enrollment of 10) please contact Sheryl Wallis at 971-8812.
15 hours Fee: $22.50 Material Fee: $10.00
Mon. and Tues. 9 a.m. to 4:30 p.m.
June 19 and 20 • **NEO 900**
Note: This is not a certificate course.

Neonatal Resuscitation Update

This course is designed to review the skills and principles covered in NEO 900. Neonatology is a rapidly progressing field and new trends in perinatal resuscitation will be examined. The course involves some independent study. This course is available at Nightingale Campus or on-site at clinical locations. To arrange a course at your institution (min. enrollment of 10) please contact Sheryl Wallis at 971-8812.
15 hours Fee: $15.00 Material Fee: $10.00
Wed. 8:30 a.m. to 6:30 p.m.
June 21 • **NEO 901**
Note: This is not a certificate course.

First Aid Instructor Training

Prerequisite: Must have completed the Red Cross standard first aid course within the three-month period prior to the course; and must have current Basic Rescuer Certificate.
This course is designed to prepare students to develop and teach Standard and Emergency First Aid courses according to the guidelines and standards of the Canadian Red Cross Society.
Nightingale Campus
20 hours Fee: $30.00 Material Fee: $25.00
Fri. 5:30 to 9:30 p.m. and
Sat. and Sun. 9 a.m. to 5 p.m.
June 9, 10, 11 • **HEAL 900**
Note: All registrants must contact Sheryl Wallis at 971-8812 to receive precourse material.

Cardiopulmonary Resuscitation — Basic Rescuer

Basic cardiac life support (BCLS) is a first aid procedure performed by trained professionals. It is a component of Emergency Medical System (EMS). The course covers the concepts of basic life support measures in emergency cardiac care and psychomotor skills of cardiopulmonary resuscitation with adults, children or infants in pulmonary and/or cardiac distress. It follows guidelines set by the Canadian Heart & Stroke Foundation. Certification is valid for one year only.
Nightingale Campus
12 hours Fee: $18.00 Materials: $10.00
Tues. and Thurs. 5:30 to 9:30 p.m.
May 9, 11, 16, or 23, 25, 30
June 6, 8, 13, or 20, 22, 27
Fri. 5:30 to 9:30 p.m. and Sat. 9 a.m. to 5:30 p.m.
May 12, 13 or June 2, 3
Sat. and Sun. 9 a.m. to 4 p.m
May 27, 28 or June24, 25 or August 26, 27
• **CPR 902**

Cardiopulmonary Resuscitation — Basic Rescuer Extended

This 16 hour course covers the knowledge and skills outlined in CPR 902. Extra time is allowed to discuss the theory and concepts as well as time to rpactice the psychomotor skills involved.
Guidelines from the Canadian Heart & Stroke Foundation are followed. Certification is valid for one year only.
Nightingale Campus. 16 hours Fee: $24.00 Materials: $10.00
Fri./Sat./Sun. August 25, 26, 27
Fri. 5:30 to 9:30 p.m.
Sat./Sun. 9 a.m. to 4 p.m.
• **CPR 902E**

Cardiopulmonary Resuscitation — Basic Rescuer Recertification

Prerequisite: Ontario Heart & Stroke Foundation Basic Rescuer Certification. Proof of currently-valid certificate must be presented at the first class. Certification is valid for one year only.
Course Content: This course reviews and updates material and methods presented in the Basic Rescuer course and recertifies holders of this certification.
Nightingale Campus
10 hours Fee: $15.00 Materials: $10.00
Mon. and Wed. 5:00 to 10:00 p.m.
May 8, 10 or June 5, 7 or Aug 21, 23 or Aug 28, 30
Fri. 6 to 9 p.m. and Sat. 9 a.m. to 5 p.m.
May 26, 27 or June 16,17 or Aug 25, 26 • **CPR 903**

C.P.R. Instructor Training

Prerequisite: Must have completed Basic Rescuer within the three-month period prior to the course, and must be well-versed in modalities.
Course Content: This course is designed to prepare students to teach the general public and health professionals the knowledge and skills of C.P.R. Focuses on adult education and course development.
Nightingale Campus
18 Hours Fee: $27.00 Materials: $15.00
Fri. 6 to 9 p.m., Sat. and Sun. 9 a.m. to 5 p.m.
May 12, 13, 14 or June 9, 10, 11 or Aug 25, 26, 27
• **CPR 900**
Note: All registrants must contact Sheryl Wallis at 971-8812 to receive precourse material.

C.P.R. Instructor Recertification

This course reviews and updates material covered in the C.P.R. instructor course. Required by all instructors every 3 years to renew their certification with the Heart & Stroke Foundation of Ontario. The course involves some independent study.
Nightingale Campus
10 hours Fee: $15.00
Sat. 9 a.m. to 7 p.m.
June 10 1989
• **CPR 907**
Note: All registrants must contact Sheryl Wallis at 971-8812 to discuss precourse preparation.

For More Information...

For Information about any of our C.P.R./ First Aid courses please call Sheryl Wallis at 971-8812

abnormalities. Prior to class, R.N.A.s are expected to have reviewed basic anatomy and physiology. Classes include history-taking, recording, and a systems approach to physical examination. Practical sessions are included.
Mon. 6 to 9 p.m. Nightingale Campus
30 hours Fee: $45.00
April 10 to June 19 • **NURS 952**

Dental Assisting Certificate

This program is offered jointly by the Health Sciences Division, Continuing Education Departments of George Brown and Seneca Colleges. It enables a working dental assistant to complete the required courses for a certificate in dental assisting in three years. Every course is offered over the three year period. Students should only take some of the subjects in any year, with the goal of completing the program in a maximum of five years.
Prerequisites: Applicants should have an Ontario Secondary School Graduation Diploma with grade 11 or 12 credits in biology and chemistry, or the equivalent, and typing at 30 w.p.m.
Applications should be received before August 11, 1989 and must include a letter from an employer-dentist. Incomplete applications will not be processed.

The following courses must be completed to obtain the certificate:
Human Biology BIO 102X
Introductory Psychology PSY 171
Pre-clinical Techniques PCT 101X
Dental Materials – Part I DENT 106X
Dental Materials – Part I DENT 107X
Microbiology BIO 104X
Language & Communications ENG 193
Oro-facial Anatomy ANAT 102X
Dental Radiology DENT 109X
Dental Office Procedures DENT 117X
Preventive Dentistry/Oral Pathology DENT 104X
Pharmacology & Emergency Care PHAR 102X
Nutrition NUT 101X

Dental Assisting student who are eligible to graduate in the current academic year must apply in writing including proof of eligibility (ie. Transcripts Attached). Application for Graduations forms are available from the Casa Loma Admissions Office, 967-1212, ext. 2444.

Dental Technology

R.D.T. Examination Preparation Course

Through a series of weekend sessions, students are able to complete a mock R.D.T. examination. The course is designed for those who are registered to write this Spring and all applicants must show proof of registration.
All students must supply all their equipment.
Fri. 6:30 p.m.
Sat. and Sun. 8 a.m. to 5 p.m.
Casa Loma Campus
36 hours Fee: $45.00 Material Fee: $15.00
April 21, 22, 23, 29, 30 • **DENT 937**

Small Business Management

Prerequisite: Enrolment into Dental Technology Certificate Program.
This course is designed to introduce S.B.M. as they relate to dental technology. Lectures will cover: Choosing appropriate Form of Business, Propietorship, Partnership, Corporation. Planning of New Business, Financial Assistance, Business layout and location, Marketing approaches. Financial Management, "Break-Even" Analysis, Cash flow Management and Fiancial Recordkeeping.
40 hours Fee: $60.00
April 22, June 24 • **SMB 300X**

George Brown College in cooperation with the Royal College of Dental Surgeons of Ontario presents

Dental Hygiene Refresher Course

This two-week, full-time course is designed to meet the needs of the Dental Hygienist who is considering a return to active practice or who is upgrading skills and knowledge in preparation for the Out-of-Province licensing examination. The course will provide the opportunity to review current dental knowledge and to refine clinical skills. Course content is comprised of up-to-date lectures, electives and patient-dental clinics.
Casa Loma Campus
Fee: $417.00
July 4 to 14 • **DENT 932**
Registration Deadline: *May 26, 1989*
Class Size: 20 students maximum For further information, please contact Evie Jesin any Wednesday, 967-1212, ext. 2229. Messages may be left at 967-1212, ext. 2502.

Dental Hygiene Licensing Examination: A Preparatory Course

The primary purpose of this course is to provide an opportunity for students to maintain their clinical skills while preparing to take the R.C.D.S. examination. Students work with patients and follow George Brown protocol. Consent forms must be completed by patients and all medical histories and forms must be checked and signed by the supervising D.D.S. Final evaluations of the scaling and the rubber cup polish are done by a faculty dental hygienist. Orientation & sterilization of instruments: 9:30 a.m. to 12:00 p.m., July 17, Rm. 402, 175 Kendal Avenue.
Instruments & Supplies: Students must provide their own instruments. Individual kits will be sterilized on July 17 a.m. for the p.m. clinical session. All clinical facilities, sundries and supplies will be provided during clinical sessions. Decorum: Full clinical dress, including nametags. Patients: July 17 only. Patients will be booked for the p.m. session for each student. Students must book their own patients for all subsequent clinics. George Brown College cannot guarantee patients for each clinical session, but students will be allowed to draw from a patient pool and have access to patient files.
Application forms and payment must be received by Friday, June 23, 1989, and should be forwarded to Casa Loma Campus, Admissions Office, 160 Kendal Avenue. Registration is accepted and seats assigned on a first-come-first-serve basis. George Brown reserves the right to cancel the program if enrolment is insufficient.
Clinic Hours: 9:00 a.m. to 12:00 p.m., 1:00 p.m. to 4:00 p.m.
Fee: $300.00
July 17 to 21 • **RCDS 900**

Physical Assessment Series

Pediatric Assessment

Prerequisite: Registered nurse.
Developed in cooperation with the Hospital for Sick Children, this course provides nurses with the basic skills needed in the physical assessment of children from birth through adolescence. Recognition of the range of normal findings is emphasized. Lectures, demonstrations and practice sessions are used to present material.
Tues. 5 to 8 p.m.
Classes at Hospital for Sick Children — Register at Casa Loma Campus
36 hours Fee: $45.00
April 4 to June 20 • **NURS 946**

Physical Assessment

Prerequisite: Current certificate of competence, College of Nurses of Ontario.
Assists the R.N. in developing basic skills in the physical assessment of adults. The course uses a systems approach to physical examination and looks at patient care from a problem-solving approach. Recognition of the range of normal findings is emphasized with some discussion of common abnormalities and a review of taking histories and recording. Lectures are augmented by demonstrations of techniques, and each class includes a practice session in which every student is expected to participate. In-depth review of relevant anatomy and physiology is the student's responsibility.
Tues. 6:30 to 9:30 p.m.
Nightingale Campus
36 hours Fee: $45.00
April 4 to June 20 • **NURS 931**

For further information, please call Jackie Salmona at 967-1212, ext. 4229.

Career Oriented Courses

Advertising Design Basic

Prerequisite: An interest in art.
Study the theories of commercial art and graphic design and get practical experience in the following: thumbnails, rough layouts, comprehensive layouts, mechanicals, paste-ups, and colour separation by amberlith overlays.
Wed. 6:30 to 9:30 p.m. St. James Campus
42 hours Fee: $63.00 Materials: $20.00
April 26 to July 26 • **ADES 900**

Retail Advertising Layout — Basic

Prerequisites: An interest in commercial art and drawing ability.
An introduction to the practical day-to-day aspects of retail advertising layout. Learn to produce successful retail advertisements and solve any design problems in the visualization and rendering of the layout. Other topics covered include: basic copyfitting and layout techniques, merchandise problems, dealing with clients, translating design solutions into photographic terms, merchandising, demographics; different print media including newspapers, magazines and direct mail advertising and their application to various segments of the market. A wide variety of assignments enable students to gauge their abilities and progress.
Tues. 6:30 to 9:30 p.m. St. James Campus
42 hours Fee: $63.00
April 25 to July 25 • **ADES 905**

Retail Advertising Layout – Advanced

Prerequisite: ADES 905 — Retail Advertising Layout — Basic or knowledge of copyfitting and basic layout techniques.
This course offers students an in-depth look at Retail Advertising Layout, using basic layout skills to develop portfolio pieces and a deeper understanding and facility in designing clear, comprehensive layouts. A wide variety of different kinds of formats and advertising will be covered in weekly assignments, from all-type ads, catalogue, direct mail and newspaper to format and in-store advertising campaigns. Subjects discussed will include merchandising, production deadlines, studio politics, freelance rates and opportunities, as well as portfolio presentations and job-hunting.
Thurs. 6:30 to 9:30 p.m. St. James Campus
42 hours Fee: $63.00
April 27 to July 27 • **ADES 906**

Airbrush Techniques

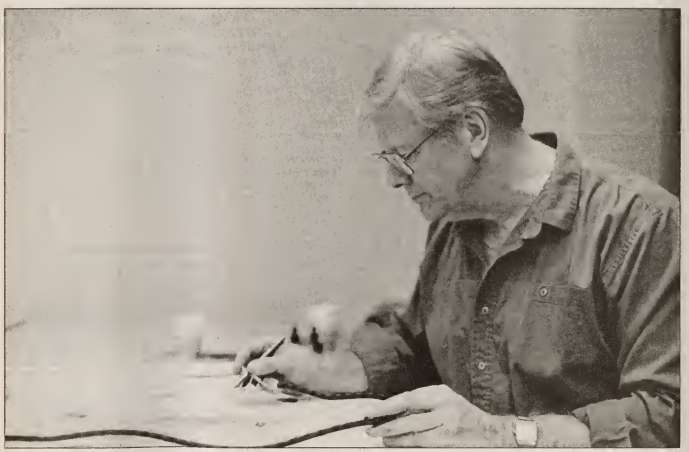
For beginners or advanced students. A hands-on introduction to setting-up, operating and caring for an airbrush that teaches both the fundamentals and more advanced airbrush techniques. Class projects cover fine art, product rendering and advertising illustration and students are encouraged to bring in their own work. It is recommended that students supply their own airbrushes. Enrolment is limited.
Tues. and Wed. 6:30 to 9:30 p.m.
St. James Campus
42 hours Fee: $63.00 Materials: $25.00
May 2 to June 14 • **AIRB 901**

Introduction to Desktop Publishing

Prerequisite: Basic layout and design experience. Some knowledge of Desktop Publishing an asset, but not necessary.
This course introduces the student to Desktop Publishing on the Apple Macintosh computer. It is of interest to those studetns with a desire to learn Desktop Publishing, but who do not have computer experience. The student works with current software applicable to layout and design functions for newsletters, promotional literature, reports and business forms.
Tues. or Fri. 6:30 to 8:30 p.m.
or Sat. 9 a.m. to 12 noon St. James Campus
20 hours Fee: $175.00 Material Fee: $25.00
April 11, 14, 15 to June 13, 23, 24 • **COMP 802**

Interior Design

A practical course for those interested in interior design and decorating their homes and apartments. Topics covered include: floor plans, colour schemes, furniture layout in rooms and leisure areas, lighting, kitchen design, fabrics, and the selection of furniture, drapes, carpets and other accessories for all rooms. There are field trips plus basic exercises and projects. Exterior design is covered for patios, sun porches, decks, etc.
Wed, 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $81.00
April 26 to June 28 • **DES 802**



Graphic Design East/West Interface

This course, in the form of lectures, deals with the major influences of Eastern art and culture on Western thought and visual expression, particularly during the period between the 1890's and late 1930's; Impressionist, Art Nouveau (1890-1900), and Art Deco. An extensive discussion centres on various techniques/methods/media and their application in the field of Graphic Art.
Wed, 6:30 to 8:30 p.m. St. James Campus
45 hours Fee: $67.50
May 3 to August 9 • **GD 900**

Book Illustration

This course focuses on all technical and structural aspects of book illustration. The first half of the course concentrates on theory and practice in the classroom. Visual evidence of students' understanding in the form of illustrated projects is discussed and evaluated. Subjects such as mythology, mystery, drama, religion, fantasy and children's book illustration are discussed. Students translate prototypes and progress to the composition and illustration of their own story book. Students should expect to spend about $40.00 for materials.
Mon. 6:30 to 9:30 p.m. St. James Campus
45 hours Fee: $67.50
May 1 to August 28 • **ILLS 902**

Portrait Painting

Prerequisite: Basic knowledge of Life Drawing.
This course is open to beginners and advanced students. Anatomy, colour mixing, painting techniques specific to portraiture with a special emphasis on drawing are studied. Portrait studies are done from a variety of models. The instructor advises students on media appropriate to their level of experience.
Wed. 6:30 to 9:30 p.m. St. James Campus
42 hours Fee: $63.00
May 3 to August 2 • **PAIN 904**

Painting and Illustrating

Prerequisites: Drawing skills and an interest in painting and illustration.
Study the history of contemporary illustration and the work of professional illustrators while developing your own personal style. Learn the practical techniques of working with watercolour, tempera, casein, gouache, acrylics and oils.
Thurs. 6:30 to 9:30 p.m. St. James Campus
42 hours Fee: $63.00
April 27 to July 27
Special Section for Seniors:
Tues. and Thurs. 9 a.m. to 12 noon Fee : $5.00
May 2 to June 15 • **PAIN 905**

Miniature Painting / Illustration

This course deals with the technical aspects of miniature painting/illustration. Floral; geometric; figural; calligraphic component of miniature technique with one-dimensional characteristic and the historical progression in various styles.
Students should expect to spend approximately $30.00 for materials.
Tues. 6:30 to 9:30 p.m. St. James Campus
45 hours Fee: $67.50
May 2 to August 8 • **PAIN 906**

Watercolour and Acrylic Painting

For the beginner and persons with some painting experience. Students have a choice of working in either the watercolour or acrylic media. Students are introduced to the watercolour and acrylic media with emphasis on material selection and preparation. Students are required to produce several sketches and demonstrate the ability to work from a sketch to finished art. Later, a finished landscape, a thematic painting and a subject of the student's choice is produced.
Students should expect to spend approximately $70.00 for materials.
Mon. and Wed. 6:30 to 9:30 p.m.
St. James Campus
45 hours Fee: $67.50
May 1 to June 21
Special Section for Seniors:
Tues. and Thurs. 2 to 5 p.m. Fee: $5.00
May 2 to June 20 • **PAIN 907**

Studio Management

Prerequisites: Knowledge of design and freelance experience.
Designed for freelance designers, staff artists or beginner designers who want to learn how to run a profitable design office. Topics covered include: pricing, invoicing, purchase orders, taxation, organizing the office, using forms, establishing purchase order and invoice numbers, and other aspects of business directed towards commercial aspects.
Thurs. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $45.00
April 27 to June 29 • **STBM 900**

Photography

Introduction to Photography

Gain practical hands-on experience in camera work, developing, printing, dry-mounting, and other techniques. Illustrated lectures cover the following topics: camera lenses, f-stops, shutter speeds, basic lighting techniques, filters, darkroom layout and more. Due to heavy demand, this course is offered several times each year but early registration is recommended.
Mon. Tues. Wed. Thurs. Fri.
6:30 to 9:30 p.m. or Sat. 1 to 4 p.m.
St. James Campus
30 hours Fee: $60.00 Lab Fee: $30.00
April 3, 4, 5, 6, 7, 8, to June 12, 6, 7, 8, 16, 17
• **PHOT 800**

Intermediate Photography

Prerequisite: PHOT 800 – Introduction to Photography, an equivalent course or similar level of comprehension.
Further develop technical skills as well as the ability to visualize and compose a photograph through practical exercises and assignments. Lectures and discussions cover the following subjects: improving negative quality through proper exposure, developing and handling film; using different lenses, filters and lighting; spotting and mounting finished work, colour theory including a colour transparency assignment, and practice using darkroom controls and techniques to improve print quality. Students supply their own film and paper and should expect to spend up to $50.00 on materials. The College provides all processing solutions.
Mon. and Wed. 6:30 to 9:30 p.m.
St. James Campus
45 hours Fee: $98.00 Lab: $15.00
May 8 to June 28 • **PHOT 801**

Black and White Print Workshop

Learn black and white printing skills in this hands-on workshop. Instruction is given in fundamental black and white printing techniques with a maximum amount of time available for extended darkroom work. Although beneficial, previous darkroom experience is not required. Enrolment is limited.
Tues. and Thurs. 6:30 to 9:30 p.m.
St. James Campus
42 hours Fee: $63.00 Lab: $25.00
May 9 to June 22 • **PHOT 922**

Photography in Advertising

Designed for those interested in commercial photography and specifically those working in the graphic arts industry. Designers, layout artists, art directors, etc. study the photographic process, learn how to work with photographers, and gain an understanding of the limitations of photographic reproduction. Lectures, demonstrations and field trips deal with the following topics: camera formats, lighting, photographic materials, the photographic session, and the technical attributes of the photograph.
Thurs. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $45.00
April 13 to June 15 • **PHOT 929**

Photography: Printing Colour Negatives

Hands-on experience printing colour negatives for photographers with or without previous experience. After discussion of the basic theory of colour printing, the maximum amount of time is devoted to making prints. The course is held at Toronto Image Works, a professionally equipped colour darkroom rental facility. Tuition includes 15 hours of darkroom time, lab chemistry, and 50 sheets of 8 x 10 colour paper for each student.
Note: Classes are held at Toronto Image Works, 80 Spadina Avenue, Suite 207, Toronto.
Register at St. James campus.
Sat. 9 a.m. to noon Toronto Image Works
15 hours Fee: $22.50 Material: $23.00
Lab: $66.00
May 6 to June 10 • **PHOT 931**

Photography of People

Prerequisite: PHOT 801, an equivalent course, or level of comprehension.
This course is designed for people who want to improve their skills in taking pictures of people. This practical hands-on course covers the following topics: how to choose the correct camera; type of lens and filters; studio lighting and available light; location photography; how to photograph faces; how to create the right atmosphere for a successful portrait; and how to accomplish all of this using a minimum amount of equipment.
Mon. 6:30 to 9:30 p.m. St. James Campus
45 hours Fee: $67.50
May 1 to August 28 • **PHOT 936**

Wedding Photography

Prerequisite: PHOT 936 – Photography of People, an equivalent course or similar level of comprehension.
Designed for the freelance photographer who does occasional wedding photography, or the photographer who is starting a wedding photo business. Through an appropriate combination of theory and demonstration the course introduces the student to equipment used, lighting, posing, location, wedding group set-ups, and business procedures.
Thurs. 6:30 to 9:30 p.m. St. James Campus
21 hours Fee: $31.50
May 4 to June 15 • **PHOT 938**

Elements of Photographic Design

Prerequisite: PHOT 801 or equivalent course or level of comprehension.
This course provides the intermediate level student with information which helps to address the issues of creativity and esthetics as they apply to their photographs. It asks the student to consider the meaning of the subject selection, to examine all the visual attributes of a scene, to utilize and arrange those which best convey a sense or meaning so that a meaning can be grasped. An understanding of the use of the visual elements, such as shape, texture, form and colour is acquired through a step-by-step program of assignments and workshops. The course covers the principles of design which a good photo relies upon. Topics include proportion, rhythm, balance, perspective, and highlighting of the subject. Note: Students will require a 35mm camera and a supply of colour negative film.
Thurs. 6:30 to 9:30 p.m. St. James Campus
42 hours Fee: $63.00
April 27 to July 27 • **PHOT 937**

Summer Workshops

Summer Cartooning Workshop

Prerequisite: Drawing ability.
This course is for persons with some experience. Cartooning is effectively used in business in all forms of advertising, sales promotion and in the entertainment field. Various cartooning techniques are taught including creation of characters, conventional signs of cartooning and how to draw caricatures.
Wed. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $83.00
April 26 to June 28 • **CART 800**

Summer Illustration Workshop

Prerequisite: Basic drawing skills.
Students' drawing skills are developed through reference material and the individual's imagination as it relates to human characteristics and the figure. Students study proportions and execute a series of projects resulting from this exercise. Pencil, pen and ink are used to create these black and white illustrations. Commercial applications using various media and techniques are also explored.
Thurs. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $80.00
April 27 to June 29 • **ILLS 800**

Summer Life Drawing Workshop

Prerequisite: Drawing ability.
A traditional approach to the human figure through progressive steps of gesture, contour and diagramatic drawing. In addition, the course utilizes the nude and costumed figure for composition, proportion and expression.
Tues. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $94.00
April 25 to June 27 • **LIFE 800**

Summer Marker Rendering Workshop

Prerequisite: Drawing ability.
During this workshop, students learn the correct use and the various methods of handling felt-tipped markers as they apply to layout and design problems. Both graphic and photographic renderings are explored. The effective application of marker colours for shading and rendering is taught, such as the realistic presentation of glass, metal, clothing and food, etc.
Tues. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $94.00
April 25 to June 27 • **MARK 800**

Video

Videography — Basic and Advanced Camera

Hands-on experience with different video formats, covering all the features and applications of the equipment as well as how to connect it up. Specific topics discussed and demonstrated include: VHS and Beta vs. 8mm, basic video image production, video tape, editing video tape, video cameras, lighting for video, special effects, and post-production techniques.
Mon. 6:30 to 8:30 p.m. St. James Campus
16 hours Fee: $54.00
April 17 to June 12 • **PHOT 927**

Day Classes: Start continuously; adjustments are made for holidays. Registration is held Monday to Friday from 8:00 a.m. to 4:00 p.m. at 258 Adelaide Street East. Evening Classes: Mondays and Wednesdays, or Tuesdays and Thursdays. They also start continuously. For day and evening schedules and additional information about real estate courses call 362-8522 or 362-8523.

An Introduction to Real Estate — Segment I

This course covers the following topics: investing in real estate, deciding to own or rent, how much should you pay, financing a purchase, government financing plans, benefits and services of a broker, a career in real estate, the relationship between principal and agent and the typical real estate transaction.
Mon. to Fri.
Day: 8:30 a.m. to 3:30 p.m.
Night: 6:30 to 9:30 p.m.
St. James Campus, 258 Adelaide Street East.
30 hours
Dates: *Continuous* • **RE 900A**

Registration for the following Segment II classes must be completed by 8:30 a.m. of the first day of class and by 6 p.m. of the first evening class. After 9:30 a.m./6:30 p.m., any available seats will be given to people on waiting lists.

An Introduction to Real Estate — Segment II

Prerequisite: Evidence of completion of Segment I and 75% pass mark on the examination in Segment I.
After an introduction, this course covers the following topics: real estate and the economy, the Real Estate and Business Brokers Act, the broker and salesperson relationship, ethics, municipal regulations, subdivision control, an introduction to land descriptions, construction, evaluation, advertising, mortgages, agency law, statutes affecting the real estate business, parties to contract, contract law, agreement of purchase and the sale.
Mon. to Fri.
Day: 8:30 a.m. to 3:30 p.m.
Night: 6:30 to 9:30 p.m. St.
James Campus, 258 Adelaide Street East.
60 hours
Dates: *Continuous* • **RE 900B**

Registration for the following Segment III classes must be completed by 8:30 a.m. of the first day of class and by 6 p.m. of the first evening class. After 9:30 a.m./6:30 p.m., any available seats will be given to people on waiting lists.

An Introduction to Real Estate — Segment III

Prerequisite: Evidence of completion of Segment II and 75% pass mark on the examination in Segment II.
This segment uses case studies to illustrate some of the practical situations students en-counter day-to-day in a real estate operation.
Mon. to Fri.
Day: 8:30 a.m. to 3:30 p.m.
Night: 6:30 to 9:30 p.m.
St. James Campus, 258 Adelaide Street East
60 hours
Dates: *Continuous* • **RE 900C**

Certificate Program

The full Certificate Program involves completion of three mandatory subjects: Real Property Law, Principles of Appraisal, and Principles of Mortgage Financing. Plus the completion of one elective chosen from: Principles of Property Management; Principles of I.C. & I.; Real Estate; or Rural, Recreation and Agricultural Real Estate.

Mandatory Courses:

Principles of Mortgage Financing

This course deals with mortgage terminology, mortgages as an investment, the mortgage market, types of mortgages and lenders, the needs of the borrower and the lender, submitting a mortgage application, the role of secondary financing, mortgage specialties and property appraisals.
Tues., Wed., and Thurs.
Day: 8:30 a.m. to 4:30 p.m.
Night: 6 to 9:05 p.m.
St. James Campus, 258 Adelaide Street East
40 hours
Dates: *Continuous* • **RE 902**

Principles of Appraisal

Learn the purposes and functions of real estate appraisal. Specific subjects include: the nature of real property valúe, legal aspects of real estate, the appraisal process, general area and neighbourhood trends, site analysis, site valuation and problems, introduction to appraising subdivisions, how to inspect and measure a property, building materials and equipment, architectural styles and their functional utility, estimating building costs, accrued depreciation, problems with the cost approach (land and building valuation), introduction to direct sales comparison (market data approach), introduction to the income approach, correlation and final estimate of value, and a course review.
Tues., Wed., and Thurs.
Day: 8:30 a.m. to 4:30 p.m.
Night: 6 to 9:05 p.m.
St. James Campus, 258 Adelaide Street East
40 hours
Dates: *Continuous* • **RE 903**

Industrial, Commercial and Investment

Subjects dealt with include: the scope of the commercial investment field, planning and zoning in the municipality, development of the region, feasibility studies, office buildings and shopping centres from both the developer's and the tenant's viewpoint, apartment buildings, ownership versus leasing of co-operatives and condominiums, comparison of the types of investment and the legal and tax problems involved, syndication, the Real Estate and Business Brokers Act and the Bulk Sales Act as they relate to selling a business, and financing commercial projects from the viewpoint of both the lender and the borrower.
Tues., Wed., and Thurs.
Day: 8:30 a.m. to 4:30 p.m.
Night: 6 to 9:05 p.m.
St. James Campus, 258 Adelaide Street East
40 hours
Dates: *Continuous* • **RE 904**

Real Property Law

After a history of real property law, topics covered include:the rights and limitations of ownership, estates in land, interests less than estates, leases, covenants, transfer of land interests, the role of the real estate agent, mortgage law, contract law, use of real estate forms, the lawyer and the agent, the Real Estate and Business Brokers Act, Condominium Act, Planning Act, Income Tax Act, Land Speculation Act, Land Transfer Act, and a course review.
Tues., Wed., and Thurs.
Day: 8:30 a.m. to 4:30 p.m.
Night: 6 to 9:05 p.m.
St. James Campus, 258 Adelaide Street East
40 hours
Dates: *Continuous* • **RE 905**

Property Management

This course is designed to provide basic fundamentals for those who may occasionally be required to nsure that a given property is effectively operated and managed on behalf of an owner. Topics include: condominiums and co-ops, tenancies, leases, communications, marketing, maintenance, valuation, operating statements, budgets, management agreements, and insurance. Instructors are property managers with a minimum 5 years' experience and are certified by both the Real Estate Institute of Canada and the Ontario Real Estate Association.
Tues., Wed., and Thurs. 8:30 a.m. to 4:30 p.m.
St. James Campus, 258 Adelaide Street East
40 hours
June 6, 7, 8, 13, 14, 15 • **RE 906**

Theatre Arts

Acting for Film & Television (Basic)

Get practical on-camera experience in a variety of comedy and dramatic scenes. Special topics are introduced each night, such as: blocking, retakes, timing, emotion, presence, confidence and intensity. Classes are held in the video studio, Casa Loma Campus.
Wed. 7 to 9:30 p.m.,
Tues. or Wed. 3:30 to 6 p.m.
Casa Loma Campus
25 hours Fee: $37.50
April 18 or 19 to June 20 or 21 • **THEA 934**

Acting for Film and Television (Intermediate)

Prerequisite: Acting for Film and Television (Basic) or equivalent.
Develop concentration, intensity, confidence and character range through on-camera workshops. Students select individual study pieces that are close to their character range.
Tues. or Fri. 7 to 9:30 p.m.
Casa Loma Campus
25 hours Fee: $37.50
April 18 or 21 to June 20 or 23 • **THEA 936**

Acting for Film and Television (Advanced)

Prerequisite: Professional acting experience. Professional level actors perform scenes on camera with other committed actors and analyze their performance on playback. The classes emphasize building a character and understanding what makes certain film and television characterizations work over long periods of time.
Thurs. 7 to 9:30 p.m.
Casa Loma Campus
25 hours Fee: $37.50
April 20 to June 22 • **THEA 938**

For more information about the Acting for Film and Television series, please call Bill Insley, 967-1212, ext. 2483.

Creative Fashion Design/Apparel Management

These courses help people in the apparel industry upgrade their skills and knowledge in a particular specialty. Anyone wanting to advance their home sewing and design skills and have some exposure to industrial techniques will also benefit. Apparel Construction I and Apparel Construction II may qualify as prerequisites for the post-secondary program in Creative Fashion Design.

Apparel Construction I (Dressmaking — Elementary)

Learn elementary dressmaking using commercial patterns as well as sewing techniques both by hand and using an industrial machine. Other topics include: samples, measurements, laying-out patterns, and the relationship of pattern, style and fabric. Students supply their own materials.
Mon. and Wed. or
Tues. and Thurs. 6 to 9 p.m.
Kensington Campus
60 hours Fee: $90.00 Equipment Fee: $25.00
April 10 or 11 to June 19 or 15 • **DRES 141X**

Apparel Construction II (Dressmaking — Intermediate)

Prerequisite: DRES 141X — Apparel Construction I
A continuation of DRES 141X focusing on the how-to's of fabric cutting, marking, stitching, fitting, finishing and pressing. Other topics include: purpose and selection of supporting fabrics, selection and preparation of lining fabrics, preparation of the pattern and pattern alterations. Students select projects beyond the beginner's level with the instructor's approval.
Tues. and Thurs. 6 to 9 p.m.
Kensington Campus
60 hours Fee: $90.00 Equipment Fee: $25.00
April 10 to June 19 • **DRES 145X**

Apparel Construction III (Dressmaking — Advanced)

Prerequisite: DRES 145X — Apparel Construction II or proof of equivalent competency. Students construct more complex garments of advanced design using delicate fabrics. The pattern and fabric are selected by the students and they must supply their own materials. Other subjects include: efficient use of materials to minimize waste, pattern alteration for proper fitting, application of lining where necessary, and finishing techniques for different materials.
Tues. and Thurs. 6 to 9 p.m.
Kensington Campus
60 hours Fee: $90.00 Equipment Fee: $20.00
April 11 to June 15 • **DRES 151X**

Apparel Pattern Drafting I (Elementary)

Prerequisite: Knowledge of dressmaking and practical experience.
Learn an easy and efficient method of drafting a pattern from your own design or from a garment in a fashion magazine. Topics include: elementary pattern design; size and age ranges (eg. misses 8,10,12 ...) including junior, women's and half sizes, master blocks, and drafting full-scale patterns for skirts, slacks and blouses from fashion drawings. Students supply their own drafting equipment.
Mon. and Wed. or Tues. and Thurs. 6 to 9 p.m.
Kensington Campus
60 hours Fee: $90.00 Equipment Fee: $20.00
April 10 or 11 to June 19 or 15 • **PAT 141X**

Apparel Pattern Drafting II (Intermediate)

Prerequisite: PAT 141X — Apparel Pattern Drafting I or equivalent experience.
Learn to draft and develop pattern drafting skills that conform to fashion industry standards. Topics discussed include: drafting to manufacturing sizes, misses dresses, evening dresses, jackets and outer wear. Students supply their own drafting equipment.
Tues. 6 to 9 p.m. Kensington Campus
30 hours Fee: $45.00 Materials: $20.00
April 11 to June 13 • **PAT 143X**

Apparel Pattern Drafting III (Advanced)

Prerequisite: PAT 143X — Apparel Pattern Drafting II or equivalent experience.
From an original idea, learn to draft a quality pattern with perfect detail, proportion and fit. The categories for patterns are: day-time dresses, evening dresses and jackets, with consideration given to fabric and price. Students supply their own drafting equipment.
Thurs. 6 to 9 p.m. Kensington Campus
30 hours Fee: $45.00 Equipment Fee: $20.00
April 13 to June 15 • **PAT 151X**

Tailoring (Ladies')

Prerequisite: Preferably DRES 145X — Apparel Construction I or basic sewing skills.
Learn quick and simple tailoring methods for ladies' garments and construct a suit or coat using commercial patterns. Topics covered include: altering a pattern to fit the wearer, cutting techniques, and sewing and finishing using industrial machines. Students select and supply their own material and pattern.
Tues. and Thurs. 6 to 9 p.m.
Kensington Campus,
60 hours Fee: $90.00 Equipment Fee: $20.00
April 4 to June 8 • **DRES 146X**

Draping for Fashion Design

Prerequisite: PAT 141X and DRES 141X.
This course is designed to develop creativity in fashion design by transferring a pattern design to a JUDY form or a human body. Students learn to make a perfect fit by making alterations to the pattern before the fabric intended for the garment is used. Students registering for this course should have taken at least the two prerequisite courses (PAT 141X and DRES 141X) and preferably more.
Mon. and Wed. 6 to 9 p.m.
Kensington Campus
60 hours Fee: $90.00 Material Fee: $30.00
April 10 to June 19 • **FASH 912**

Fashion Illustration I (Elementary)

Develop techniques for sketching fashion garments as practised in the industry. After an introduction to the basic concepts in fashion illustration, topics include: industrial methods, achieving textures, pattern techniques in different media for both rough sketches and working drawings, and finished drawings in a combination of media. Students supply their own materials.
Wed. 6 to 9 p.m. Kensington Campus
30 hours Fee: $45.00
April 12 to June 14 • **PAT 144X**

Fashion Illustration II (Intermediate)

Prerequisite: PAT 144X — Fashion Illustration I or similar experience.
By combining creative ability with the additional technical skills taught, you can learn to portray fashion merchandise realistically. Subjects discussed include: commercial applications in fashion art, creative sketching, and the use of line and colour to illustrate garments realistically and aesthetically. Students supply their own materials.
Mon. 6 to 9 p.m. Kensington Campus
30 hours Fee: $45.00
April 10 to June 19 • **PAT 154X**

Work Management (Time Studies — Apparel)

Learn how to determine the time required to complete a job. Topics include: human relations in time study situations, methods to improve performance of the job understudy, proper timing procedures, record keeping, rating the operator's performance and incentives for improving production.
64 hours Fee: $96.00
Equipment Fee: $15.00 • **AT 100X**
By arrangement with Apparel Management Department.

Grading Techniques for Apparel Industry (Elementary)

Learn to take a finished pattern with all the detail and pieces and increase or decrease the pattern in size using simple, reliable methods. The mechanics of grading are taught for all styles of misses sizes 6-20 and junior size garments, helping you produce better fitted garments.
Mon. 6:30 to 9:30 p.m.,
Kensington Campus
30 hours Fee: $45.00 Materials: $15.00
April 10 to June 19 • **PAT 900**

Colour Theory for Fashion Design

Prerequisite: Employment in the fashion industry or a student in the Fashion Department (day or Continuing Education).
An introduction to colour theory in general and specifically its application to the fashion industry. Topics covered include: primary colours, physical optics, the colour triangle, colour systems; Munsell — hue, value and chroma; Johanes Itten — the Bauhaus, colour agent and colour effect, the seven colour contrasts, the 12 laws of simultaneous contrast; colour chords — dyads, triads, tetrads and hexads, harmony of contrasts, and colour perception — luminosity and incandescence. Homework assignments are given. This course is recognized as an elective in post-secondary fashion programs.
Wed. 6 to 9 p.m. Kensington Campus
45 hours Fee: $67.50
April 12 to July 19 • **FASH 903**

Esthetics — Skin and Beauty Care II

Prerequisite: FASH 901.
This course deals with theoretical concepts and hands-on experience on deep skin cleaning, paraffin masks, cellulitis, massage techniques and relaxation techniques. Instruction is also given on nail care and footcare, as well as on the use of herbs and organic ingredients in skin and beauty care and footcare. Students also practice make-up for special occasions.
Mon. and Wed. 6:30 to 9:30 p.m.
Kensington Campus
72 hours Fee: $108.00 Material Fee: $20.00
April 10 to July 5 • **FASH 911**

Machine Knitting

Note: Students who complete all three courses (Basic, Intermediate and Advanced) would qualify for employment in the knitting industry.

Knitting by Machine (Basic)

Learn the basic techniques of operating a knitting machine and producing a garment. Other concepts dealt with include: lace; tuck; skip and flair-isle techniques; producing a personal measurement chart; and different finishing methods.
Tues. or Thurs. 7 to 10 p.m.
Kensington Campus
30 hours Fee: $45.00 Equipment Fee: $20.00
April 11 or 13 to June 13 or 15 • **CFT 900**

Knitting by Machine (Intermediate)

Prerequisite: CFT 900 — Knitting by Machine.
Learn new techniques and further develop skills on the knitting machine by charting a variety of skirt styles in half-size samples. Other topics include: techniques of weaving by machine, introduction to the knit-leader and ribber attachments, and some garment finishing methods.
Mon. 7 to 10 p.m.
Kensington Campus
30 hours Fee: $45.00 Equipment Fee: $20.00
April 10 to June 19 • **CFT 901**

Knitting by Machine (Advanced)

Prerequisites: CFT 900 — Knitting by Machine (Basic) and CFT 901 — Knitting by Machine (Intermediate).
Further develop your skills, especially in constructing finished items. Projects range from simple knits to elaborate designs that combine yarn with other materials. This course qualifies students for employment in the knitting industry.
Wed. 7 to 10 p.m. Kensington Campus
30 hours Fee: $45.00 Equipment Fee: $20.00
April 12 to June 14 • **CFT 902**

Fur and Leather

Leather Garment Manufacturing Techniques — Part 1

Prerequisite: Ability to operate an industrial sewing machine.
Learn the techniques for producing leather and suede garments. Specific topics include: pattern arranging to suit skins; cutting and assembly skills; finishing and lining garments. Students supply their own materials and produce a garment of their choice.
Tues. 7 to 10 p.m. Kensington Campus
36 hours Fee: $54.00
April 25 to July 11 • **FASH 910**

Industrial Sewing

Serger Machine

A special module (25 hours) for students completing the work in SEW 141X/151 in less than 240 hours. This course on operating sergers as used in Ontario apparel plants is also available for part-time students during regular classes. Students supply their own fabric.
Kensington Campus
30 hours Fee: $45.00 Equipment Fee: $15.00 • **SEW 542X**
By arrangement with the Co-ordinator.

Blind Stitch Machine

A special module like SEW 542X on how to use the blind stitch machine used in Ontario apparel plants. Students supply their own fabric.
Kensington Campus
30 hours Fee: $45.00
Equipment Fee: $15.00 • **SEW 543X**
By arrangement with the Co-ordinator.

Button-Hole and Button Sewer Machine

Prerequisite: Good eyesight and manual dexterity. In a production setting, students learn to use a button-hole and button sewer machine as used in Ontario apparel plants. The course focuses on the dexterity needed for efficient machine operation and preventive maintenance as well as instruction in threading and manipulating the garments.
Kensington Campus
30 hours Fee: $45.00
Equipment Fee: $15.00 • **SEW 544X**
By arrangement with the coordinator.

Furniture

Furniture Upholstery

Develop skills in re-upholstering and recovering furniture and building new furniture, starting with a frame. Techniques studied include: stripping upholstery from old furniture; re-stripping and applying springs to new furniture; the use of stuffings, felt and polyfoam to create appropriate shapes; cutting, matching and fitting fabrics; the use of power sewing machines to sew cushions, welts, etc.; and applying covering fabrics and trim.Students supply own projects such as chairs, footstools and love seats.
Mon. and Wed. 6 to 9 p.m.
Kensington Campus
60 hours Fee: $90.00 Materials: $25.00
April 10 to June 19 • **FURN 104X**

Ceramics

Certificate in Ceramics Techniques

Due to the increasing popularity of ceramics courses, the Ceramics Department has developed a program of five courses leading to a certificate in Ceramics Techniques. Successful completion of the five certificate courses (CER 900, CER 101X, CER 151X, CER 201X and CER 251X) will indicate the student's competence in hand building, throwing, glazing, decorating techniques, kiln technology and different firing procedures.
Courses taken elsewhere can only be applied in lieu of CER 900. All other courses must be taken at George Brown College. The materials fee provides two boxes of clay and all the glazes and decorative materials. Students must pay for any additional clay they use.

Basic Ceramics

An introduction to ceramics including basic hand-building and forming, elementary wheel throwing techniques and basic wet clay decorations.
Specific topics and methods presented include: constructing with slab and coil, cylinder and box construction, clay jointing; centering, opening and throwing methods, elementary shaping of cylinders and bowl forms, trimming, turning, finishing, slip brushing, banding, scraffito and impressing, glaze application, preparing bisque ware for glaze work and kiln stacking.
Sat. 9 a.m. to noon Casa Loma Campus
30 hours Fee: $45.00 Materials: $35.00
April 15 to June 17 • **CER 900**

Ceramics for Beginners

This is an intensive course in hand building, wheel techniques, decorating and glazing techniques experienced through course projects.
Mon. to Fri. 9 a.m. to noon and 1 to 4 p.m.
Casa Loma Campus
90 hours Fee: $135.00 Materials: $45.00
May 29 to June 16 • **CER 902**

Ceramics 1

This course introduces the student to a number of basic ceramic techniques in hand-building, throwing, decorating and glazing. Instruction is given in slab construction and joining with basic clay decoration including impress, scraffito and slip painting surface enrichment. Basic throwing operations are taught by making simple cylinders, mugs with handles and vases. Preparation of bisque ware for glazing and the use of oxide stains, brushing, dipping and glaze overlapping techniques are also taught. Theory in the course includes demonstration in each class and visual slide presentations. Required work for the completion of the course: 6 mugs with handles, 2 vases, 1 slab pot, all glazed.
Tues. and Thurs. 7 to 10 p.m.
Casa Loma Campus
60 hours Fee: $90.00 Materials: $35.00
April 11 to June 15 • **CER 101X**

Ceramics 4

Prerequisite: CER 201X — Ceramics 3.
Students develop advanced skills and techniques in the design, forming and decorating of domestic and decorative ceramics. Course Content: The development of advanced ceramic works. Instruction is given in the design of form and its suitability for function. Decorative techniques are taught in slip decoration and oxide application to greenwares and brush painting with oxides and sprayed glazes on bisque. Practical work includes a domestic dinnerware service, jugs and handbuilt containers, also combined handbuilt and thrown forms. Theory covers the design and application of handles. Design form is taught through demonstration and visual slide presentation.
Mon. and Wed. 7 to 10 p.m.
Casa Loma Campus
60 hours Fee: $90.00 Materials: $35.00
April 10 to June 19 • **CER 251X**

Ceramic Special Studies

Prerequisite: Practising Ceramist-Potter.
This course is designed to allow the student to work within a concentrated area of his/her choice. Students will determine the area of focus and set goals. The exploration and development of students aesthetic and technical style will be emphasized. Technical demonstrations such as throwing, hand building, decorating, glazing, and kiln basics will be accompanied by slide lectures, design and exercises and critiques of work.
Mon. and Wed. 3 to 6 p.m. Casa Loma Campus
60 hours Fee: $90.00 Equipment Fee: $35.00
April 3 to June 12 • **CER 905A**

Ceramic Sculpture

Prerequisite: Intermediate or Advanced Ceramist
This workshop focuses on handbuilding and constructing techniques used to make clay sculpture. Three-dimensional form structure and surface texture will be emphasized along with the exploration and development of students' personal iconography. Colourful low fire glazes, stains and paints will be used to embellish the clay surfaces. Slides of contemporary and traditional ceramic sculpture will accompany the studio work.
Mon. to Fri. 9 a.m. to 4 p.m. Casa Loma Campus
90 hours Fee: $135.00 Materials: $45.00
June 19 to July 10 • **CER 907**

Jewellery Arts

The following courses can be taken for personal enjoyment or professional development. Credits from courses with code numbers in the one, two, three, or four hundred series can be used towards a two- or three-year diploma in specialized Jewellery Arts programs. Please contact the Fashion Division for details.

Jewellery (Introduction)

Prerequisite: Current employment in the industry or hobby.
Develop basic skills and techniques necessary in jewellery making while class projects familiarize you with the use of jewellery hand tools.
Techniques covered include: cutting, filing, fitting, hand soldering, fitting parts to small tolerances, and finishing and polishing the completed project.
Mon. to Fri. 9 a.m to noon; 1 to 4 p.m.
Casa Loma Campus
60 hours Fee: $90.00 Equipment Fee: $20.00
July 3 to 14 • **JWL 160A**

Jewellery (Intermediate)

Prerequisite: JWL 160A — Jewellery (Introduction).
Develop bench techniques for making jewellery. Topics include: continuation of bench work; introduction to planishing, shaping and doming of metals, assembly of design components and soldering and finishing techniques. Students supply their own materials.
Mon. to Fri. 9 a.m. to noon; 1 to 4 p.m.
Casa Loma Campus
60 hours Fee: $90.00 Equipment Fee: $20.00
July 3 to 14 • **JWL 160C**

Jewellery Design

Prerequisite: Artistic Ability.
Course content: Techniques of observation; composition and arrangement of objects; pencil techniques; drawing a cube with objects in it (earrings, brooch, bracelet, ring) to visualize in perspective; shading of various forms and deviations; producing a stencil with a dimensional look.
Mon. and Wed. 7 to 10 p.m. Casa Loma Campus
60 hours Fee: $90.00 Equipment Fee: $10.00
April 10 to June 19 • **DES 169X**

Jewellery Grinding & Polishing

Prerequisite: Employment in the Industry or Jewellery Arts Student.
This course has been developed to train employees of jewellery manufacturing companies in grinding and polishing jewellery. Students learn through theory and hands-on experience the operations of grinding, pre-polishing, splitlaping, grease buffing and brushing, and final finishing of jewellery items to manufacturing standards.
Instruction is also given on the operation and prevention maintenance of the equipment, the types of buffs and abrasives used and the methods of finishing.
Mon. and Wed. 7 to 10 p.m. Casa Loma Campus
60 hours Fee: $90.00 Equipment Fee: $35.00
April 10 to June 19 • **JWL 907**

Gemmology I

Prerequisite: Employment in the jewellery industry or hobby.
Study the different physical characteristics of gemstones and the use of testing instruments. Topics discussed include: colours, crystal formation, natural shapes and cuts. This course leads to certification.
Mon. to Fri. 9 a.m. to noon; 1 to 4 p.m.
Casa Loma Campus
60 hours Fee: $90.00 Equipment Fee: $15.00
May 29 to June 9 • **GEM 167X**

Certificate in Hospitality Management

The Hospitality/Tourism industry will be Canada's largest industry by the year 2000 and will require a large number of well-trained personnel. The following courses, each complete in itself, expose future industry leaders to different aspects of management. Successful completion of six of the following twelve courses qualifies the student for a Certificate in Hospitality Management studies. These courses may also be applied for credit towards the full-time diploma in Hotel or Food and Beverage Management or Culinary Management. For information concerning the specific requirements for the certificate, phone 967-1212, ext. 3447.
A TEXTBOOK IS REQUIRED IN MOST COURSES.

Food Service Facilities — Planning and Design

Explains the stages in the development of a food service facility and the roles, compensations for and responsibilities of the professionals on the planning team: owner, operator, architect, food service designer, equipment contractor, etc.
Assignments and case studies are used to present material. Subjects covered include: management of conceptual and physical planning in the overall development of the facility, concept and program definition, principles of efficient design and layout, selection of equipment, interior design, capital costs, business practices of professional consultants and emerging trends in hospitality facilities. Note: Enrolment is limited.
Mon. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $45.00 Materials: $15.00 (includes price of text)
April 10 to June 19 • **FSF 900**

Purchasing for Hospitality

By learning the fundamental principles of food and beverage purchasing, you can avoid costly errors and build a more profitable operation. This basic course deals with purchasing needs as determined by function, delivery, quantity and price. Further topics of discussion include: purchasing specifications, making quantity decisions, basic inventory control and purchasing, costs in purchasing, purchasing procedures, value analysis, buying outside Canada, make vs. buy decisions and evaluating purchasing effectiveness.
Thurs. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $45.00 Materials: $25.00 (includes price of text)
April 13 to June 15 • **ACC 108X**

Food and Beverage Cost Control

Learn the food and beverage cost control techniques used by the hospitality industry from purchasing through receiving, storing, issuing, production to portion and revenue control. Topics emphasized include: yield testing, recipe pre-costing and interpreting cost control information. Pricing strategy and the relationship between sales volume and profitability are touched on.
Mon. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $45.00 Materials: $15.00 (includes price of text)
April 10 to June 19 • **ACC 210X**

Hospitality Law and Insurance

Provides students with a general understanding of the Canadian legal system as it pertains to the hospitality industry. This information allows the student to avoid legal difficulties for employees, customers and the organization. Topics include: origins and principles of the law, legal procedures, and the specific details of the law relating to the hospitality industry.
Mon. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $45.00 Materials: $30.00 (includes price of text)
April 10 to June 19 • **LAW 204X**

Hospitality Accounting I

Develops a working knowledge of the various areas essential to profitable financial management. Students determine the basic accounting data required by hospitality and tourism related operations and learn to use this information to improve the efficiency and profitability of the business. Individual sessions include: accounting: the language of business, special journals, the worksheet, financial statement analysis, ratio analysis, break-even analysis, budgeting, cash management and internal control.
Wed. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $45.00 Materials: $20.00 (includes price of text)
April 12 to June 14 • **ACC 207X**

Hospitality Personnel

Techniques for successfully managing the human resources of an organization and developing skills in manpower planning. Topics include: theories of the management process; planning, staffing, organizing, directing and controlling the workforce, compensation, motivation, training and development, job design and standards of performance.
Tues. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $45.00 Materials: $5.00
April 11 to June 13 • **PERS 202X**

Marketing for the Hospitality Industry

Learn the elements of a successful marketing program, as well as how to deal with marketing problems and avoid errors that waste time, money and create unhappy customers. Specific topics include: the marketing mix — product, place, price, promotion and their effect on the customer, the sales department, advertising, public relations, the marketing plan, food and beverage marketing and menus, press relations and promotional material.
Wed. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $45.00 Materials: $30.00 (includes price of text)
April 12 to June 14 • **MARK 208X**

How to Start a Restaurant

An overview of the many areas of concern when planning and/or operating a new food service facility that are dealt with more specifically in the other courses in this series. The areas discussed include: developing a concept, defining the marketing strategy, menu planning, business organization, human resources, layout and design of the facility, financial planning, and controlling food, beverage and labour costs.
Thurs. 6 to 9 p.m. St. James Campus
30 hours Fee: $45.00 Materials: $15.00
April 13 to June 15 • **SBM 900**

Labour Cost Control for Hospitality Industry

This course deals with the management of costs incurred to pay for the services of human resources in the labour intensive hospitality industry. It analyses the elements which determine the labour cost and suggests how to develop the organizational structure and labour utilization for maximum efficiency. Human rights and labour legislation and their impact on labour costs are also examined.
Wed. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $45.00 Materials: $5.00
April 12 to June 14 • **ACCL 900**

Hospitality Accounting II

This course continues with accounting procedures which were developed specifically for hospitality industry. It deals with the balance sheet, the income statement, period-end adjustments, depreciation, cost of sales, the worksheet, the month-end closing and an introduction special journals.
Wed. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $45.00
April 12 to June 14 • **ACC 910**

Front Office Operation

This course is part of the series, but will not be offered this term. • **HIND 222X**

Kitchen Management

This course is part of the series, but will not be offered this term. • **PUR 104X**

Certificate in Haute Cuisine

This program is designed to meet the growing demand for people skilled in the preparation of fine food. Basic Small Quantity Food is the first of eight courses in the program and students learn to apply the principles of cooking to tested recipes under the guidance of professional chefs. Further courses, in sequence, are: Basic Baking, Advanced Small Quantity Food, Advanced Baking, Appreciation of Wines, Chinese Cuisine (Dim Sum) and Chinese Cuisine (Cantonese). Each student receives a certificate of competence on satisfactory completion of each course and on completion of five courses will be awarded a certificate in Haute Cuisine.

Cooking

Small Quantity Food (Basic)

This introduction to the basic principles of cooking shows you how to take the raw products and create the basic requirements for classical dishes. Topics include: sautéing, broiling, stewing, cooking lean and fat fish, seafoods, vegetables, salads, garnishes, dressings and the use of herbs, spices and wines.
Tues. and Thurs. 6 to 10 p.m.
St. James Campus
60 hours Fee: $90.00 Materials: $100.00
May 23 to July 11 • **FP 730X**

Vegetarian Cooking

An introduction to vegetarian cooking including identification and selection of raw food and the various cooking methods used eg. frying, steaming and grilling. Also learn the nutritional value of vegetarian products, how to plan menus and purchase in season.
Tues. 6 to 9 p.m. St. James Campus
30 hours Fee: $73.00 Materials: $44.00
April 11 to June 13 • **F 835**

Chinese Cuisine (Cantonese)

Learn to cook and prepare food Cantonese-style. Techniques introduced include: handling Chinese cleavers and knives, using different types of woks, the cooking temperature for various foods, the use of flour, starches, oil and spices; preparing popular Cantonese sauces such as beef tenderloin sauce, sweet and sour sauces, barbecue sauce etc., and making several types of soup. Students prepare about 17 different recipes themselves in the Chinese cuisine lab after the instructor demonstrates the proper method.
Mon. 6 to 10 p.m. St. James Campus
40 hours Fee: $80.00 Materials: $85.00
April 10 to June 19 • **F 901**

Chinese Cuisine (Cantonese) Level II

Prerequisite: Chinese Cuisine (Cantonese) F901. This course is intended for those who have experienced the art of Cantonese cooking and wish to further their skills by adding new recipes. The new dishes range from seafood to poultry and beef, supplemented with a number of vegetables, noodles and rice and the appropriate sauces, cooked in the style that best complements the main dish.
Wed. 6 to 10 p.m. St. James Campus
40 hours Fee: $80.00 Materials: $85.00
April 12 to June 14 • **F 838**

Chinese Cuisine (Dim-Sum)

Learn to prepare a number of Dim-Sum style Chinese snacks. Among the recipes prepared are: hargar (marinating and making of shrimp paste), shao mai, won ton, simulated coral of crabs, deep fried sour dumplings, ginger and scallion soup, fan kwou, vegetarian fan kwou, ham shao kwok, sesame and lotus seed ball, steamed lotus paste, red bean paste buns, barbecue steamed buns, chicken buns, coconut pudding, sago pudding, agar-agar almond flavoured pudding, egg puffs and more. Each of the dishes is first demonstrated by the chef instructor and then prepared by each student in the Chinese cooking lab.
Tues. 6 to 10 p.m. St. James Campus
40 hours Fee: $80.00 Materials: $85.00
April 11 to June 13 • **F 900**

Chinese Cuisine (Sichuan)

In this course the student is introduced to Sichuan style Chinese Cuisine. As with other styles, Sichuan Cuisine is unique in its treatments of chicken, pork, beef and seafood as well as a number of vegetables. Similarly, different ingredients and methods of preparation of Sichuan sauces will often change the flavour of a given recipe. All food preparation is first demonstrated by the teacher and then prepared by students in the Chinese Cuisine Lab. Up to 20 different recipes are prepared during the 10-week course.
Thurs. 6 to 10 p.m. St. James Campus
40 hours Fee: $80.00 Materials: $85.00
April 13 to June 15 • **F 904**

Junior Gourmet Cooking

Prerequisite: 10 – 18 years old and a desire to learn gourmet cooking.
Basic cooking techniques are introduced through 20 or more varied recipes. Students cover: soups, boning and cooking poultry, cleaning and cooking fish, egg dishes, frying, sauteing, stewing, roasting, braising, salad work,.cold desserts, baking etc.
Sat. 9 a.m. to noon St. James Campus
30 hours Fee: $62.00 Materials: $41.00
April 8 to June 10 • **F 815**

Baking

Baking

This course is intended to provide the student with the basic knowledge of baking. Topics include: basic quick breads, pies, tarts, puddings, bread and roll making, sweet yeast products, puff pastries, paté a choux, icings and fillings, cakes and cookies.
Mon. 6 to 10 p.m. 300 Adelaide
45 hours Fee: $67.50, Materials $63.00
April 10 to June 26 • **BK 101X**

Baking (Advanced)

Prerequisite: BK 610X
Basic Baking. Develop advanced techniques of preparing pastry and desserts. Students are taught the true art of French pastries and their presentation and learn to create patisserie masterpieces, flamboyant desserts, ice cream bombes, souffles, tortes and gateau.
Wed. 6 to 10 p.m.
St. James Campus
40 hours Fee: $60.00 Materials: $73.00
April 12 to June 14 • **BK 634X**

Cake Decorating

Learn the art of cake decoration and design and the practical techniques of cake and pastry decorating. Lectures, demonstrations and hands-on experience introduce the following techniques: piping, icing, modelling, preparing various decorator icings, free-hand piping, pattern tracing string work, ornaments, inscriptions, flowers, border designs, and working with marzipan, chocolate and rolled fondant.
Tues. or Wed. 7 to 10 p.m.
St. James Campus
30 hours Fee: $75.00 Materials: $25.00
April 11 or 12 to June 13 or 14 • **BK 639X**

Wines and Spirits

Wines

This course is an introduction to the history of Oenology. Students study the various types of grapes and fruits that produce the most popular wines available in Ontario. Students learn to identify the differences between wines of leading wine-producing countries, select glassware, prepare wine lists, develop confidence in recommending various wines in a beverage setting, conduct wine tastings, and employee training.
Mon. or Tues. 6:30 to 9:30 p.m.
300 Adelaide
30 hours Fee: $45.00 Material Fee: $95.00
April 10 or 11 to June 19 or 13 • **VIN 201X**

Mixology (Cocktail Bartending)

Learn to prepare the 30 most popular shaken, stirred and built drinks for use at home or as an introduction to the bartending profession. Each student works in a fully equipped individual bar.
Mon., Tues., Wed. or Thurs. 6:30 to 9:30 p.m.
St. James Campus
30 hours Fee: $45.00 Materials: $60.00 (includes price of text)
April 10, 11, 12, 13 to June 19, 13, 14, 15
• **BAR 503X**

Meat Cutting

Sausage Making

This course is intended for small food retailers such as specialty delicatessen, small caterers, restaurants and hotels who could benefit from offering fresh specialty items to their customers. It is also open to anyone interested in sausage making. Students learn to use the equipment, prepare ingredients, use different spices, select the type of casing and binding agents and other essential operations. Several different sausage types are prepared in class.
Tues. 7 to 10 p.m. Kensington Campus
30 hours Fee: $45.00 Materials: $85.00
April 11 to June 13 • **F 908**

Diploma and Certificate Programs

The Community Services Division at George Brown offers many diplomas and certificates on a part-time basis:
- Assaulted Women's & Children's Counsellor Advocate
- Human Services Counsellor Diploma
- Child Care Worker Diploma
- Early Childhood Education Diploma
- Activation Coordinator Diploma
- Community Worker Diploma
- Human Services Management Post-Diploma Certificate
- Post-Diploma Program: Family Work
- Foster Parent Certificate
- Health Care Aide Certificate
- Support Care Worker Certificate

Program details follow.

Note: Courses leading to diplomas and certificates cannot be taken as single courses. Applicants must apply for full programs only.

Human Services Counsellor Diploma

This program is offered on a part-time basis for those unable to attend full-time. Preference is given to students already employed in the human services field or a related area.
Applications and information may be obtained from Community Services, George Brown College, Box 1015, Station "B", Toronto M5T 2T9, or by calling 967-1212, ext. 4220.
An admission interview is required. Details of registration are given to students after they are accepted into the program. Preference is given to those taking the full requirement of four courses each term, excluding field practice. The requirements for the diploma must be completed within five years.
Courses on Wednesday are offered between 1 p.m. and 8.30 p.m.

The following courses must be completed in order to obtain the diploma:
Field Practice I
Human Growth and Behaviour I
Group Process I
Introduction to Basic Research Skills
Fieldwork Seminar I — Introduction to Human Services
Theory, Methods and Practice of Counselling I
Counselling Practice Laboratory
Field Practice II
Human Growth and Behaviour II
Group Process II
Theory, Methods and Practice of Counselling II
Ethics, Values and Professionalism
Research and Independent Studies
Research Methodology
Field Work Seminar II
Sociology
Cross Cultural Comparison
Life Skills Methodology I & II
Each student is also required to take two of the three available concentration courses. In the special studies courses, only the one course related to the student's major concentration is required.

Concentration Courses:
HUS 222X Basic Studies in Addictions
HUS 224X Basic Studies in Mental Health
HUS 226 Basic Studies in Criminal Justice

Special Studies Courses:
HUS 228X Special Studies in Addictions
HUS 230X Special Studies in Mental Health
HUS 232X Special Studies in Criminal Justice

This program does not accept new students during the winter term. To begin the program in September 1988, applicants should apply after January 15, 1988. Mail applications to: Admissions, St. James Campus, George Brown College, P.O. Box 1015, Station B, Toronto, Ontario, M5T 2T9

Assaulted Women's and Children's Counsellor/ Advocate

George Brown College offers a program to train people to work in the field of violence against women and children — in shelters for battered women, in sexual assault centres, community centres and advocacy services. This is a three-year program if completed on a part-time basis; two years if completed full-time.

For more information about this program, please call 967-1212, ext. 4220.

FamilyWork

POST DIPLOMA PROGRAM
This post Diploma Program in Family Work is designed for working professionals who hold diplomas or degrees in a human service field and who are currently involved or wish to become involved in family work.

The program consists of four evening courses to be taken over a year — a total of 180 hours of instruction including 36 hours of clinical experience.

The post Diploma Program in Family Work courses will be offered as follows at the Nightingale Campus:

Semester I
September 18, 1989 to January 29, 1990
5:30 p.m. to 7:30 p.m. HSE 403
Influence on the Family
7:30 p.m. to 9:30 p.m. HSE 400
Working with Families in the Home

Semester II
February 5, 1990 to June 11, 1990
5:30 p.m. to 7:30 p.m. HSE 402
Family Counselling Practice Lab
7:30 p.m. to 9:30 p.m. HSE 401
Interviewing & Assessment

Applications and information may be obtained from Community Services, George Brown College, Box 1015, Station B, Toronto M5T 2T9

One Year Certificate Program

Support Care

Learn to Assist People Who Have Physical Disabilities

FULL-TIME & PART-TIME PROGRAMS
STARTING SEPTEMBER 1989

IT'S ALL ABOUT INDEPENDENT LIVING

For further information contact:
Support Care Program
Community Services Dept.
Nightingale Campus
George Brown College
P.O. Box 1015, Stn. B
Toronto, Ontario M5T 2T9
Tel: (416) 967-1212, Ext. 4220

Activation Coordinator/ Gerontology Diploma

This part-time program provides training for those employed or seeking employment as activity programmers in institutions or community settings. Students gain the knowledge and skills needed to care for elderly and/or handicapped people. An admission interview is required. Details of registration are made available to those accepted into the program. Applications and information may be obtained from Community Services, George Brown College, Box 1015, Station B, Toronto M5T 2T9. Telephone M. Gaffney at 967-1212, ext. 4242. Courses are offered Tuesday and Thursday between 2 p.m. and 9 p.m.

The following courses must be completed in order to obtain the diploma:

Semester I
- Biology of Aging
- Activity Planning
- Communications
- Field Practice
- Field Seminar

Semester II
- Use of Crafts and Hobbies
- Introductory Psychology
- Working with the Handicapped
- Ambulation and Exercise
- Field Practice
- Field Seminar

Semester III
- Group Process
- Normalization and Remotivation
- Introduction to Gerontology
- Field Practice
- Field Seminar

Semester IV
- Growth and Development
- Psycho-Geriatrics
- Introductory Sociology
- Community Resources

Semester V
- Human Relations
- Field Work Practice
- Field Work Seminar
- Therapeutic Programming
- Counselling Skills

Semester VI
- Assessment Skills
- Organization and Management Skills
- Coordination Skills
- Field Practice
- Field Seminar

Courses offered during Fall and Winter semesters only.

Community Worker Diploma

The part-time Community Worker program is primarily for persons already working in community work or the social services. It allows those with some prior experience to enhance their community development-related skills and knowledge. Community development is the process of assisting groups of people to understand and analyze their shared problems, and to plan and carry out effective actions towards resolving those problems. Typically, community workers act as resources to "grass-roots" groups attempting to build new institutions (or to encourage new responses) to meet social needs. For further information on the Community Worker Diploma program, call Bob Luker at 967-1212, ext. 3418. This program does not accept new students during the winter term. To begin the program in September 1988, applicants should apply after January 15, 1988. Mail applications to: Community Worker Program, Community Services, St. James Campus, George Brown College, P.O. Box 1015, Station B, Toronto, Ontario, M5T 2T9.

George Brown College in collaboration with Women's College Hospital presents Childbirth Educators Program

This Program is of interest to people who have completed post-secondary education and have a demonstrated interest in childbirth education and adult education. Its comprehensive approach to training is aimed at developing skills, knowledge and increased awareness of the childbirth and parenting experience. Entrance requirements include: – evidence of post-secondary training – attendance at an interview/information session – a résumé For more information, please call Jackie Salmona at 967-1212, ext. 4229.

Health Care Aide Certificate

This program provides basic training for those who wish to work with patients in long-term or chronic care facilities. Under the supervision of a registered nurse, the health care aide provides personal care for the comfort and safety of residents and helps create a climate that promotes the optimal physical, social and emotional well-being of each resident. The Health Care Aide program was developed by and is recognized by the Ministry of Health, Ministry of Education and the Ministry of Community and Social Services.

Admission Requirements:
Grade 10 — mature persons 19 years of age and older with less than grade 10 are considered individually.
Facility with English.
A personal interview.

The program is 400 hours long and is offered part-time in both day and evening courses.

Further details regarding registration and the structure of the program may be obtained from:
Health Care Aide Program
Community Services
George Brown College
P.O. Box 1015,
Station "B"
Toronto, Ontario M5T 2T9
Telephone: 967-1212, M. Gaffney.

The following courses must be completed to obtain the certificate:
CARE 900 – Communications C
CARE 901 – Biological Needs
CARE 903 – Social and Emotional Needs
CARE 908 – Clinical 1 (Personal Care)
CARE 909 – Clinical 2 (Activation)
CARE 910 – Clinical 3

Courses offered this term:

Communications

Promotes a better understanding of the cultural patterns and social values of people in institutions. The emphasis is on both verbal and non-verbal communication and the effective use of English.
Mon. 6 to 10 p.m. Nightingale Campus
36 hours Fee: $54.00
March 27 to May 22 • **CARE 900**

Biological Needs

An introduction to normal body processes and the physical changes which occur throughout a person's life. Nutritional requirements are discussed with special reference to the needs of the elderly.
Wed. 6 to 10 p.m. Nightingale Campus
36 hours Fee: $54.00
March 29 to May 24 • **CARE 901**

Social and Emotional Needs

Examine the basic social and emotional needs of individuals to help understand the emotional and mental changes that occur with aging and institutionalization.
Tues. 6 to 10 p.m. Nightingale Campus
36 hours Fee: $54.00
March 28 to May 23 • **CARE 903**

Clinical I (Personal Care)

Learn the basic principles of care with the emphasis on the needs of residents in a variety of institutional facilities. The course is a combination of theory, demonstrations, and practical work.
Mon. 6 to 10 p.m. Nightingale Campus
56 hours Fee: $54.00
March 27 to June 5 • **CARE 908**

Clinical II (Activation)

Methods of remotivation and minimizing the disabling effects of aging and chronic disease are demonstrated and practiced. Learn how to apply these skills in a variety of situations.
Thurs. 6 to 10 p.m. Nightingale Campus
36 hours Fee: $54.00
March 30 to May 25 • **CARE 909**

Clinical III

Students are placed in an institutional setting to further develop the skills needed by a health care aide. Those who can document competency through employment experience are eligible to apply for exemption from this course.
Mon. to Fri.
200 hours Fee: $35.00
June 12 to July 14 • **CARE 910**

Post Diploma Certificate in Human Services Management

This program provides managers and supervisors in human services with a better knowledge and appreciation of their roles and responsibilities and prepares non-management staff for career advancement. The understanding of the management process will be related to working situations. Emphasis will be placed on the acquisition of skills using both experimental and lecture formats.

Entry Requirements: To be accepted into the program, applicants must:
- Have completed a post-secondary diploma-level program in the area of human services (or equivalent).
- Have completed a minimum of two years employment in a human services agency.
- Be in a supervisory or management position or be on staff at an agency and wish to prepare themselves for promotion. Participants must complete the required course and five electives in order to obtain the certificate.

Required:

- Management Context and Techniques

Electives:

- Dynamics of Human Service Organizations
- Funding and Fund Raising
- Personnel Practices
- New Technology
- Financial Management

Fee: $45.00 per course. Applications and information may be obtained from Community Services,
George Brown College,
Box 1015, Station B,
Toronto M5T 2T9
or
(416) 967-1212, ext. 4220.

Post Diploma Certificate in Day Care Management

This program will provide managers and supervisors with better knowledge and appreciation of their roles and responsibilities, and will prepare non-management staff to further their careers.

Dates: Spring Semester

May 8, 1989 to June 26, 1989
6:00 to 9:00 p.m. Financial Management
• **DCM 404** Fee: $36.00

Entry Requirements:

- ECE Diploma / Equivalent *OR*
- M.C.S.S. Approved *OR*
- Current Day Care Supervisor
- Minimum of one year's experience

Program Structure:

Communication Strategies for Managers
• **DCM 401**

Management and Leadership Skills
• **DCM 402**

Supervision and Staff Development
• **DCM 403**

Financial Management
• **DCM 404**

Curriculum Design, Implementation and Evaluation
• **DCM 405**

Working with Boards and Your Community
• **DCM 406**

Advocacy-Politics and Funding of Childcare
• **DCM 407**

Child Care Worker Diploma

This program is offered on a part-time basis to those unable to attend full-time and are currently working full-time with emotionally disturbed children or troubled adolescents.
An admission interview is required. Details of registration are available to those accepted into the program.

Applications and information may be obtained from Community Services, George Brown College, Box 1015, Station B, Toronto M5T 2T9. Telephone 967-1212, ext. 4220.
The requirements for the diploma must be completed within five years.
Courses are offered on Wednesday between 3 p.m. and 10 p.m.

The following courses must be completed in order to obtain the diploma:
- Field Practice
- Human Growth and Development
- Caring for the Disturbed Child I
- Therapeutic Activities
- Group Process
- Interviewing and Counselling
- Field Practice
- Childhood Psychopathology
- Caring for the Disturbed Child II
- Treatment Philosophies
- Organizational Development
- Working with Families
- Values, Ethics and Professionalism
- Adolescence
- Adolescence Role and Identity
- Integration of Theory and Practice
- Introductory Psychology
- Introductory Sociology

This program does not accept new students during the winter term. To begin the program in September 1989 applicants should apply after January 15, 1989. Mail applications to: Admissions, Kensington Campus, George Brown College, P.O. Box 1015, Station B, Toronto, Ontario M5T 2T9.

How to reach us:
867-2464
Call this number for general information about continuing education courses, unless otherwise indicated in this directory.

Early Childhood Education Diploma

This program is offered on a part-time basis to those unable to attend full-time.
An admission interview is required. Details of registration are available to those accepted into the program.
Applications and information regarding this program may be obtained from Community Services, George Brown College, Box 1015, Station B, Toronto M5T 2T9. Telephone 967-1212, ext. 4220.
The requirements for the diploma must be completed within five years.
Courses are offered on Tuesday and Thursday evenings.

The following courses must be completed in order to obtain the diploma:
ECE 100X Infant and Child Development
ECE 101X Health and Nutrition E
ECE 103X Interpersonal Communications
ECE 104X Principles of Day Care I
ECE 105X Art Education E
ECE 113X Field Practice
ECE 114X Field Practice
ECE 116X Storytelling and Literature
ECE 117X Music
ECE 118X Parent Education I
ECE 200X Human Growth and Development
ECE 201X Children with Special Needs
ECE 202X Curriculum Development
ECE 203X Planning, Management and Legislation
ECE 204X History and Philosophy
ECE 206X Family Dynamics
ECE 207X Parent Education II
ECE 208X Professional Development
ECE 212X Field Practice
ECE 213X Field Practice
ECE 215X Movement and Drama
ECE 216X Science Experience
ECE 217X Principles of Day Care II
ENG 114X Language and Communications
SOC 106X Introductory Sociology
PSY 107X Introductory Psychology

Courses offered this term:

Storytelling and Literature

Children's literature, prose and poetry as written for and by the young child will be explored. The key aspects related to developing a literature program in an educational setting will be investigated. These will include methods of evaluating literature, the art of storytelling and establishing prereading skills.
Mon. or Tues. 6:30 to 8:30 p.m.
Nightingale Campus
14 hours Fee: $21.00
April 17 or 18 to May 29 or 30 • **ECE 116X**

Music

Students will gain the skills to plan and carry out music programs for children by applying the techniques of guiding young children in musical experiences and the knowledge of music resources.
Mon. or Thurs. 6:30 to 8:30 p.m.
Nightingale Campus
14 hours Fee: $21.00
April 17 or 20 to May 29 or June 1 • **ECE 117X**

Movement and Drama

Students will be involved in movement and drama experiences. The skills developed will be related to program planning for preschool children.
Mon. or Tues. 6:30 to 8:30 p.m.
Nightingale Campus
14 hours Fee: $21.00
April 17 or 18 to May 29 or 30 • **ECE 215X**

Science Experience

Students will identify scientific concepts inherent in normal routine programs for preschoolers and will then be required to plan programs which include age-related science experiences.
Thurs. 6:30 to 8:30 p.m.
Nightingale Campus
14 hours Fee: $21.00
April 20 to June 1 • **ECE 216X**

Language and Communications

Students will gain practice in writing and oral communication skills with emphasis being placed on the recording of observed behaviour of children.
Tues. *and* Thurs. 6:30 to 8:30 p.m.
Nightingale Campus
28 hours Fee: $42.00
April 18 to June 1 • **ENG 114X**

History and Philosophy of Early Childhood Education

This course reviews the significant innovations in the field of early childhood and investigates current models for the care and education of young children.
Thurs. 6:30 to 8:30 p.m.
Nightingale Campus
14 hours Fee: $21.00
April 20 to June 1 • **ECE 204X**

Introductory Psychology

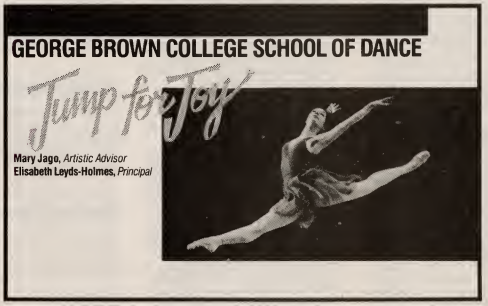
This course will explore the various branches of psychology to provide the student with a basic understanding of human behaviour and how it applies to children in day centres.
Tues. *and* Thurs. 6:30 to 8:30 p.m.
Nightingale Campus
28 hours Fee: $42.00
April 18 to June 1 • **PSY 107X**

The School of Dance at George Brown College has become recognized for the technical and artistic quality of its programs. The same integrity is evident in its summer programs as well. The Summer School of Dance is intended for serious dance students who wish to improve their technique through daily study with professional artists. Founded by Lois Smith, the School has designed programs which meet the artistic and technical needs of today's dancers.

Programs are available for Pre-Elementary to Advanced students who are dedicated to the pursuit of a career in dance. Although other dance forms, such as Modern, Jazz and Spanish are offered, the programs are ballet oriented. Entrance to these programs is by audition.

Half-day programs for Junior Division student (with three to five years of prior training) are also offered, as are recreational classes for adult students who wish to combine exercise with a deeper understanding of dance technique and artistry.

For Senior Division students, the Summer School culminates in a series of performances in a mixed program of classical and contemporary works. Through these performances, in a professional atmosphere, students are made more aware of the nature of their craft.



Nadia Potts — Guest Artistic Director
Faculty includes: Annette Av Paul, Linda Maybarduk, Juan Antonio, Tim Spain,Carma Leyds and special guest choreographers

THE PROGRAMS:

Senior Division
July 3 - August 11
six weeks, 26-30 hours/wk
Intermediate and Advanced
Fee: $680.00

Junior Division
July 4-28
four weeks, 18 hours/wk
Fee: $515.00

Elementary Division
July 3-28
four weeks, 21 hours/wk
Pre-Elementary and Elementary
Fee: $515.00

Adult Division
July 4-August 10
six weeks, variable hours four levels of ballet and two levels of Jazz
Fees: $58 one class per week
Special Fees for more than one class/week

FOR COMPLETE BROCHURE AND AUDITION DATES CALL (416) 867-2035

Counselling

Counselling services at each campus will provide you with educational, vocational and personal counselling. Normal office hours are 8:30 a.m. to 4 p.m.
A counsellor is also available at St. James Campus on Thursdays until 6:30 p.m.
Call for an appointment:
St. James: 967-1212, ext. 3310 or 3311.

Certification

Many of the courses in this calendar can lead to college diplomas or certificates. Others may lead to certification or accreditation by external professional or licensing bodies.
In both cases, requirements will be clearly outlined in the course information. For further information, contact the Counselling Department at your campus or the chairperson of the department offering your course. It is the student's responsibility to request certification.
Certificates will be prepared by the Student Records Department upon authorization by the Chairperson or Program Co-ordinator.

Advanced Standing

If you have credits from another college of educational institution, and/or related work experience, you may be eligible for advanced standing in certificate and diploma programs. Contact the Program Chairperson for details.

Grades/Credits

Graduates will receive a grade report including a short description of the course approximately one month after the course has ended.

Transfers

Requests for course transfer will be accepted only if made before the third scheduled class and if space is available. Requests for transfer must be made in person or in writing and must be accompanied by the registration receipt. Transfers will be considered as a withdrawal from the first course and a registration in the second. Full fees will apply to the second course chosen. A fee of $5 is charged for this service.

Withdrawal and Refund

If you withdraw before the third scheduled class, you are entitled to a partial refund of tuition fees.
This policy does not apply to one-day seminars, courses of three sessions or less, or the Harbourfront Sailing courses.
Apply in person or by mail to your Campus Admissions Office. A registration receipt must be presented before any refund will be made.
Non-attendance at classes does not constitute an automatic notice of withdrawal.
Fees will be refunded except for a service charge of $5 and a charge of $5 per scheduled class to a maximum of $10, depending on how many classes have passed at the time of the refund request, regardless of whether or not the student attended classes.
Where a material fee has been paid, refunds will depend upon the amount of materials already used by the student during classes. No refund is permitted on or after the start date of courses lasting one or two days.
Please allow six weeks for the processing of VISA credits and six to eight weeks for the processing and mail delivery of College refund cheques.

Course Cancellations/ Changes

George Brown College reserves the right to cancel or suspend courses, combine classes, change instructors or limit enrolment. Courses will be cancelled if there is insufficient enrolment or if the instructor cannot be suitably replaced. Every effort will be made to notify students by phone.
A full refund will be made if a course is cancelled. Please allow six weeks for processing and mail delivery.
Transferees may have their original payment credited to the new course. Overpayment will be refunded by mail, or credited to charge card accounts.
Should the start of a course be postponed, registrants will be notified by telephone of the revised start dates.
Statutory holidays are not considered when advertising course termination dates. This may result in your course running a night longer if a holiday occurs during your course. The same can occur if a class is cancelled.

Financial Assistance

Financial Aid is available to some part-time students through the Ontario Special Bursary Program (OSBP). This program may assist part-time students who are receiving social assistance, are unemployed, or have a low family income.
To be eligible, a student must be a Canadian Citizen, or a permanent resident who has resided in Ontario for one year prior to registration.
The student must be taking, or intending to take, one or more post-secondary credit courses leading to a diploma or certificate. Students enrolled in vocationally oriented courses offered by George Brown College may be eligible for assistance. An OSBP grant covers course tuition fees, material fees, book costs and may include a transportation allowance and a babysitting allowance.
For more information about OSBP, or if you wish to find out whether you qualify for assistance, call the Financial Aid Office at 967-1212.

Foreign Students

Students who are not Canadian citizens or permanent residents may need permission to register from Employment and Immigration Canada. For more information, call 967-1212 and ask for the part-time Admissions Office at the campus where your course is offered.

Senior Citizens

If you are 65 or older, you may register in any of the courses in this directory for $5.00 plus any applicable material fee except where noted. Please be prepared to supply proof of age.

Parking

All George Brown campuses are in downtown Toronto and parking may be difficult. We suggest you leave your car at home and take the TTC instead. Call TTC information for routes to our campuses: 393-4636.

George Brown College makes it easy for you to register by offering two convenient methods of registration. Register as soon as possible because enrolment is limited and registrations are accepted on a first-come, first-served basis.

In Person

For courses offered at Nightingale Campus and Casa Loma Campus, register at Casa Loma Admissions Office.
For courses offered at Kensington Campus, register at Kensington Admissions Office.
For courses offered at St. James Campus, register at the St. James Admissions Office.
Check the back cover of this directory for the campus' office hours.
Bring along your social insurance number.
You can pay by cash, money order, personal cheque or VISA.
Post-dated cheques are not accepted.
Full payment is due at the time of registration.

Mail Registration

Mail-in registrations must be received by the College at least three weeks before the course starts.
Avoid registration line-ups through George Brown's easy and convenient mail-in registration process:

- Please use the registration form on page 85.
- Include full payment (tuition *and* any applicable materials fees) by money order, personal cheque, or VISA.
- Write the name of the campus where the course will be held on both the registration form *and* the envelope.
- Print your name, course title, course code and home phone number on the back of the cheque or money order.

Mail the completed form to:
_____ Campus
(insert campus for your course here)
Part-Time Courses
George Brown College
P.O. Box 1015, Station B
Toronto, Ontario
M5T 2T9

Admission Requirements

You must be 19 years old by the day your course starts. Exceptions are the special courses offered for children.
Foreign students who are not Canadian Citizens or Permanent Residents must obtain permission to register from Employment and Immigration Canada and present a Student Authorization form at the time of registration.

Confirmation of Registration

Registrations are accepted on a first-come, first-served basis. Receipt of registration form by the College does not guarantee enrolment. Students registering in person will receive confirmation when they register.
If you register by mail, your registration will be confirmed by mail, time permitting.
If the course you wanted is cancelled or full, you will be telephoned or notified by mail before classes begin.
You should go to the first evening of class unless you hear otherwise.

Fee Receipts

A registration receipt bearing a cash register imprint is your official income tax receipt and must be presented for admission into class, and for transfers or withdrawals.
Mail-in registrants will receive their receipts at the first scheduled class of their course, or through the mail if time permits.
Duplicate or replacement receipts will not be issued.
Materials fees are not eligible for tax deduction purposes.

Room Location

Rooms will be printed on registration forms for most in-person registrants.
Others should check the main lobby on the first night of class at the campus where their course is offered.
If you need help finding a room, go to the Campus Supervisor's Office.

How to reach us:
867-2464

Call this number for general information about continuing education courses, unless otherwise indicated in this directory.

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MAIL-IN REGISTRATION APPLICATION

Please complete **all** blocks and mail the completed registration application and payment to:

_____ Campus
(insert campus for your course here)

Part Time Courses: George Brown College,
P.O. Box 1015 Station "B", Toronto, Ontario M5T 2T9

For instruction on how to register by mail, see page 84.

Mail-in registrations should be received by the College at least three weeks before the course starts.

USE ONE FORM PER COURSE

PLEASE PRINT CLEARLY **FOR MAIL REGISTRATION ONLY** **COMPLETE ALL BLOCKS**

George Brown The City College

SOCIAL INSURANCE NUMBER | DAY MONTH YEAR BIRTH DATE | USE AN X: MR MRS MISS MS | NATIONAL STATUS: CDN PERM. RES. STUDENT VISA

SURNAME (LAST NAME) | GIVEN NAME AND INITIALS

HOME ADDRESS (NUMBER AND STREET) | APARTMENT NO.

CITY | PROVINCE | POSTAL CODE | PHONE NUMBER

EMPLOYER'S NAME | BUSINESS PHONE

DO YOU HOLD ONTARIO GRADE 12 OR EQUIVALENT: YES NO

TRANSFER COURSE INFORMATION FROM CALENDAR

COURSE NAME | COURSE CODE | START TIME

START DATE DAY MONTH YEAR | CAMPUS | HOURS PER NIGHT M T W T F S S | TUITION FEE $ | + MATERIAL FEE $ | = PAYMENT $

VISA CARD NUMBER | EXPIRY DATE

STUDENT SIGNATURE | DATE

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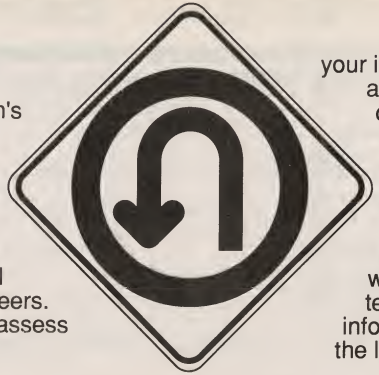
VISA CARD NUMBER | EXPIRY DATE

STUDENT SIGNATURE | DATE

Changing Directions?

We can help.

George Brown's Vocational Testing Service can help you decide whether to go back to school or change careers. The tests will assess your interests, skills and personality characteristics to match you to a career. The Test Centre's staff can also help you with job search techniques and information about the labour market.



For more information call:
967-1212,
and ask for the Test Centre

How To Register

George Brown College makes it easy for you to register by offering two convenient methods of registration.
Register as soon as possible because enrolment is limited and registrations are accepted on a first-come, first-served basis.

In Person

Full details on in-person registration appear on page 67 See back cover for the location and hours of our admissions offices.

By Mail

Use the registration form on page 71. See page 67 for full details on mail registration.

Considering returning to school full-time?

These George Brown College Diploma Programs Start in September

Health Sciences and Community Services Division
Fitness Instructor
Community Worker
Early Childhood Education
Activation Co-ordinator/ Gerontology
Human Services Counsellor
Support Care
Child and Youth Care Worker
Day Care Assistant
Assaulted Women's and Children's Counsellor
Dental Assistant
Dental Hygiene
Dental Hygiene(Expanded Duties)
Denture Therapy
Dental Technology
Orthotics/Prosthetics Technician
Clinical Methods in Orthotics/Prosthetics
Nursing
Refresher Upgrading Nursing
Registered Nurse
— Critical Care
— Operating Room
— Perinatal Intensive Care
Chiropody

Technology Division
Civil Engineering Technician
Construction Engineering
— Technician
Mechanical Engineering
— Production
— Maintenance
Mechanical Engineering Technology
— Machine Design
— Tool Design
— Toolmaking
— Drafting Design
— Tool and Machine Design
Stationary Power Plant Engineering
Air Conditioning
— Refrigeration Engineering (Technician)
— Refrigeration Engineering Technology
Civil Engineering Tehnology
Construction Engineering Technology
Drafting Technician
Architectural Technician
— Drafting
Architectural Technology
Residential Construction Management
Welding Specialist
Instrumentation Engineering Technician-Industrial
Instrumentation Engineering Technology-Industrial
Electronics Engineering
— Technology
— Technician
Electrical Engineering
— Technology
— Technician
Welding Technician
Mouldmaking Technician

Business Division
Business-General
— Accounting
— Distribution Management
— Insurance
— Marketing
Business Administration
— Accounting
— Data Processing
— Marketing
Office Administration
— General
— Executive
— Legal
— Medical
— Information Systems
Health Records Administration
Computer Programmer
Property Management
Retail Management
Small Business Management (Co-op)
Court Reporting
— Machine Shorthand
— Stenomask
Health Records Technician

Academic Division
Genaral Arts and Science
Theatre Arts

Fashion Design
Apparel Management
Creative Fashion Design
Jewellery Arts
Jewellery Repairs
Gemmology
Gem Setting
Ceramics
Watch Technician
Furniture Production and Design

Graphic Arts Division
Printing Tehnology
Printing Technician
Graphic Design
Graphic Sign Design & Production

Hospitality Division
Culinary Management
Hotel Management
Chef Training(Pre-Employment)
Food and Beverage Management
Food Service Supervisor

We also have more than 60 shorter certificate programs offered throughout the year: trades and technology, health, business, community services, hospitality, fashion, graphic arts, driver training, academic upgrading and language training. We also offer upgrading programs – including Pre-Health Science and Pre-Technology – that can lead to our regular diploma programs. For more information, call 867-2464.

A new upgrading opportunity at no cost to you

George Brown College, in conjunction with the Ministry of Skills Development, offers a new approach to upgrading for skills training courses or successful employment. Personal assessment, diagnostic testing, and counselling will assist us in developing an individual, realistic upgrading program in mathematics, English, science, computer literacy, and hands-on skills to enable you to progress to your goals. A personal profile of competencies achieved will be provided to each student at the end of the program.

This progam is designed primarily for adults 25 or older. All levels of upgrading are offered from basic literacy and numeracy through equivalent grade 12 subjects.

Some assistance for disadvantaged persons may be available to assist with daycare support, transportation, and accommodation when it is indicated by a needs assessment.

Courses start each Monday at no cost to you.

To book your appointment, call 944-4604

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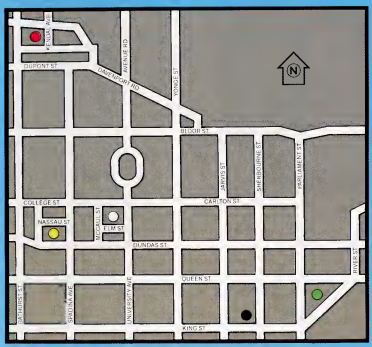

George Brown College
of Applied Arts and Technology
P.O. Box 1015, Station B, Toronto, Ontario M5T 2T9

George Brown
The City College

Telephone: 867-2464

Admissions Offices' Hours
March 13 – April 28

Casa Loma Campus
160 Kendal Avenue
Mon to Thurs: 10:00 a.m.-7:30 p.m.
Fri: 10:00 a.m.-4:30 p.m.

George Brown Theatre
530 King Street East

Nightingale Campus
2 Murray Street
Students register at Casa Loma Campus

Kensington Campus
21 Nassau Street
Mon to Thurs: 10:00 a.m.-7:30 p.m.
Fri: 10:00 a.m.-4:30 p.m.

St. James Campus
200 King Street East
Mon to Thurs: 10:00 a.m.-7:30 p.m.
Fri: 10:00 a.m.-4:30 p.m.

May 1 – September 1

Casa Loma Campus
Mon to Thurs: Noon-6:00 p.m.
Fri: Noon-4:30 p.m.

Kensington Campus
Mon to Thurs: Noon-6:00 p.m.
Fri: Noon-4:30 p.m.

St. James Campus
Mon to Thurs: Noon-6:00 p.m.
Fri: Noon-4:30 p.m.

Please note: admissions offices will close at 3:30 p.m. on May 19, August 4 and September 1.